

**LONGMEADOW EDUCATIONAL  
EXCELLENCE FOUNDATION  
GRANT PROGRAM  
GUIDELINES FOR APPLICANTS 2008**



**WHAT IS THE LONGMEADOW EDUCATIONAL  
EXCELLENCE FOUNDATION?**

The Longmeadow Educational Excellence Foundation (“LEEF”) is an independent, non-profit organization that raises funds from individuals, businesses and other sources to support, as well as enhance, teaching and learning in the Longmeadow Public Schools. LEEF is governed by a volunteer Board of Directors from the Longmeadow community. Through its granting program, LEEF strives to promote innovation and excitement in the education process and thereby continue the excellence of the Longmeadow Public Schools.

**WHO CAN APPLY?**

Grant proposals are welcome from any one or more Longmeadow Public School staff members, such as teachers, administrators, or other school personnel. The Board strongly encourages proposals that involve collaboration of faculty across grades, schools and departments.

**WHAT WILL BE FUNDED?**

Grant funds may be used for:

- innovative educational projects that fall outside the normal school budget
- consultants, guest speakers, artists, or performers who assist a project’s implementation
- tuition, training, and teacher (not student) travel expenses related to a project’s goals
- equipment, materials, supplies required for carrying out a project (all items purchased with LEEF funds become the property of the Longmeadow Public Schools).

**WHAT WILL NOT BE FUNDED?**

Grant funds are not intended to replace or relieve existing responsibility for public funding of school programs, nor are they intended to substitute for normal budget growth and maintenance.

Grants will not be awarded for:

- salaried positions
- teacher stipends
- regular school activities and programs
- retroactive compensation
- student travel expenses (due to legal liability issues)

## WHAT IS THE INITIAL STEP IN THE GRANT APPLICATION PROCESS?

All grant proposals must have the approval of your school principal and subject coordinator/department chairperson. For that reason, you are urged to discuss your proposal with those individuals prior to preparing your written grant proposal. If you have any questions regarding the appropriateness of your proposal please contact one of the Grant Committee chairpersons, Barry O'Connor (tel. 567-7127, e-mail [barryoconnorlaw@comcast.net](mailto:barryoconnorlaw@comcast.net)) or Mary Cieplik (e-mail [mkcieplik@comcast.net](mailto:mkcieplik@comcast.net)). Each campus also has a LEEF liaison who can help:

Wolf Swamp - Mona Swanson ([swanson65@comcast.net](mailto:swanson65@comcast.net))  
Blueberry Hill - Amy Santarelli ([santarelli@verizon.net](mailto:santarelli@verizon.net))  
Longmeadow High - Marge Greenberg ([cttire@verizon.net](mailto:cttire@verizon.net))  
Williams - Jeff Davis ([jeff.davis@teneonet.com](mailto:jeff.davis@teneonet.com))  
Center - Mary Cieplik ([mkcieplik@comcast.net](mailto:mkcieplik@comcast.net))  
Glenbrook - Peggy Landon ([peglandon@comcast.net](mailto:peglandon@comcast.net))

## WHAT IS THE FORMAT OF A GRANT PROPOSAL?

Writing a grant proposal is straightforward. Required information and a suggested format are presented in the attached application form. Applications must be completed with a word processor using Microsoft Word “doc” or “rtf” file or, alternatively, converted to pdf (Portable Document File) format. You must submit one paper copy of your application as well as one copy on a CD (not a DVD). The application *cannot* be considered until we have a copy on disk. Your disk should be labeled with the title of the grant application and your name.

## WHEN AND WHERE ARE PROPOSALS DUE?

Grant proposals must be received or postmarked on or before March 1, 2008. Please submit your proposal to: Grant Committee, Longmeadow Educational Excellence Foundation, P.O Box 60782, Longmeadow, MA 01106.

## WHAT IS THE PROCESS FOR AWARDING GRANTS?

All grant proposals will be reviewed by a Grant Committee composed of up to eight LEEF Board members and up to six volunteers. The Grant Committee may consult with or otherwise involve other persons as it deems appropriate. The Grant Committee will then make recommendations to the full LEEF Board of Directors that will be responsible for the final determination with respect to each application. The Grant Committee will begin meeting in March 2008 to review grant proposals. If the Grant Committee or the Board needs further clarification on any proposal the applicant will be contacted.

Priority consideration will be given to proposals that:

- explore new and imaginative curriculum ideas and teaching practices
- reflect the existing core values, priorities, and goals of the school system

- **will directly impact a significant number of students or teachers over an extended time**
- **can be replicated in other Longmeadow schools or classrooms**

#### **WHEN WILL APPLICANTS BE NOTIFIED?**

**All applicants will be advised of funding decisions by June 15, 2008. All grants are awarded for a full academic year. Funded projects may begin no earlier than July 1, 2008 and should be completed by June 30, 2008. Grant recipients who need more time must formally request an extension in writing. Otherwise, unused funds will be returned to LEEF.**

#### **WHAT ARE THE RESPONSIBILITIES OF THE GRANT RECIPIENTS?**

**In addition to implementing the proposed project as approved, all grant recipients are required to:**

- **provide accountings as required, including completion of the Quarterly Assessment Reports**
- **submit an end-of-project evaluation report by June 30, 2009**
- **share feedback with the LEEF liaison assigned to your school**
- **seek approval from LEEF of any changes in the implementation or focus of the project**
- **notify LEEF if the recipient will be leaving the school system before the project is completed**
- **work with LEEF to showcase the grant in the community**
- **publicize the project by means of the school newsletter or other appropriate media\***

**\*To aid LEEF fund-raising efforts, please include the following statement when writing about a LEEF grant: "This project is supported by a grant from the Longmeadow Educational Excellence Foundation."**