

Lockport Township High School Foundation

Minigrant Criteria

Revised July 2010

The LTHS Foundation will award minigrants to faculty members as funds are available. The typical amount per minigrant is \$250.00 (although exceptions may be made based on the merit of individual requests). For full consideration, grants **must** meet the following criteria:

- 1) Projects must directly affect the academic progress of our students or be aimed at students' health and well-being.
- 2) Funding for projects cannot replace budgeted funds.
- 3) Requests for food will be denied.
- 4) Proposals must (a) be submitted in writing at least thirty (30) days prior to event attendance or purchase of requested funds, (b) specify the total dollar amount requested, and (c) include a brief rationale for the project.
- 5) Projects must have the written approval of the building principal and department chair of the person making the request.
- 6) If chosen to receive a minigrant, the recipient(s) is/(are) required to submit (a) paperwork for processing or reimbursement of funds within thirty (30) days from the date of notification of approval, and (b) a brief written report after completion of each project (i.e., describe results/merits of student performance as a result of minigrant funding, indicate if additional funding was provided by other entities, include comments by student beneficiaries, etc.).
- 7) Each department must follow the proper procedures in reporting to the Foundation the outcome of a previously awarded minigrant before consideration will be given to additional requests from that department.

The Foundation will examine each proposal based on its merit. Generally, funds are not intended to purchase equipment and supplies that typically are provided by the school budget.

Special consideration will be given to projects that go across the curriculum or benefit a large number of students.

Examples of fundable projects:

- guest speakers
- classroom software
- projects that facilitate adding innovative teaching techniques
- units that fall outside the general curriculum

If you have any questions or need additional information, call the Foundation Office at 815-588-8121.

Lockport Township High School Foundation Minigrant Application to Attend a Conference

Teacher's name/e-mail _____

Department _____

Number of students directly affected _____ Indirectly affected _____

Number of teachers affected _____ Teacher to student ratio _____:_____

Teacher(s) who will be attending _____

Date(s) of event _____

Conference background _____

How will this information be brought back to LTHS? _____

Total cost of conference _____ Amount requested _____

Department chair's signature _____

Building principal's signature _____

Please attach the following information, if available:

- Conference application form
- Schedule of events that will take place at conference