

Livermore Valley Education Foundation Mini Grant Program

LVEF is again pleased to offer Mini-Grants to schools in the Livermore Valley Joint Union School District. Up to **\$30,000** will be available to the schools for the 2008-2009 school year. There will be two grant cycles. Grants will be awarded up to a maximum of \$500 per grant.

Applicants must follow the Grant Application Procedure. Incomplete applications and those with insufficient information will be rejected. Only one application per person/department/team per grant cycle.

Applicants should meet the following criteria prior to submitting the application:

- All other sources of funding have been exhausted.
- Project or program is sanctioned by the district.
- Project or program will impact as many students as possible.
- Request does not exceed \$500.

First priority will be given to requests related to items prioritized by LVEF's donors, including but not limited to, Technology, Science, PE/Sports and Music/Arts.

Fall Grant Cycle – Up to \$15,000 total will be awarded:

- Applications received by LVEF Grant Committee no later than **September 23, 2008**
- Mini-Grant Committee recommendations presented at the **October 13, 2008** LVEF meeting.
- Mini-Grant awards voted on at the **October 13, 2008** LVEF Meeting.
- Applicants notified of determination by Mini-Grant Committee by **October 27, 2008**.
- Grant funding must be expended by June 30, 2009.

Spring Grant Cycle – Up to \$15,000 total will be awarded:

- Applications received by LVEF Grant Committee no later than **January 21, 2009**.
- Mini-Grant Committee recommendations presented at the **February 9, 2009** LVEF meeting.
- Mini-Grant awards voted on at the **February 9, 2009** LVEF Meeting.
- Applicants notified of determination by Mini-Grant Committee by **February 23, 2009**.
- Grant funding must be expended by June 30, 2009.

In general, we favor grant applications for projects that:

- Are complete and well-researched
- Clearly and specifically state what the grant will be used for
- Serve a large number of students
- Related to teaching/learning process
- Identify contributions from other sources (matching grants or school fundraising)
- Purchases that will endure over time (preferably not consumables)
- Clearly identify goals and criteria for evaluation of project/program

WE WILL NOT FUND:

- Salaries or stipends
- Retroactive expenses or activities
- Incomplete applications
- Student snacks
- Office supplies, furniture, or equipment
- Teacher/staff training or professional growth activities
- Projects/Programs that do not describe or provide a clear educational benefit to LVJUSD students
- Regular course textbooks
- Travel and lodging expenses for teacher conferences or student groups

The LVEF Mini-Grant Committee will evaluate all applications. The committee will make recommendations for full or partial funding at a LVEF Board meeting. The LVEF Board will make final grant award decisions. LVEF endeavors to provide funding parity between schools, however there is no limit per school; each application will be evaluated on its own merit.

A post-funding evaluation will be required for every grant awarded. Failure to submit a post-funding evaluation will result in the applicant's school's disqualification from the next grant cycle and may result in a request for return of all funds awarded.

LVEF Mini-Grant Application

Fall Grant Applications are due no later than: September 23, 2008

Spring Grant Applications are due no later than: January 21, 2009

Applicant's Name / Position: _____ Phone: _____

School Name: _____

Program/Project Name: _____

Number of students impacted by this Program/Project: _____

Amount Requested: _____

What will grant be used for? Be as specific as possible, including benefits to students:

Principal Review Signature (signature merely indicates that the Principal has reviewed this request): _____

Other requests for funds: District Site Fund Parent Club Other: _____

Amount of funds received: _____

Will funds be used for consumables: Yes No

Will future classes benefit from this Program/Project: Yes No

This Program/Project would be classified as:

Technology Science PE/Sports Music/Arts Other: _____

Submit completed applications to:

LVEF Mini Grant Committee

PMB 143, 849 East Stanley Blvd.

Livermore, CA 94550