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## **ANNOUNCEMENT IMPACT GRANT PROGRAM**

Each year, the Lewiston Independent Foundation for Education, Inc. sponsors an educational grant award program to benefit the students and staff of the Lewiston School District. Entitled "Impact Grants," the program is designed to provide awards of **up to \$1,000** to Lewiston School District Staff to fund innovative educational projects.

**ELIGIBILITY:** Any member of the Lewiston School District Staff is welcome to submit an application for a project which benefits the Lewiston public schools.

**OBJECTIVES:** All proposed projects should support one or more of the following Foundation Board objectives:

- enhance student achievement and talents;
- motivate students;
- expand educational opportunities;
- promote innovative, interdisciplinary or team-teaching projects;
- encourage the support of parents and the community in the educational process.

**RESTRICTIONS:** **Funding for new projects will be given priority over funding for continuing or previously-funded projects.** Capital improvements and playground equipment are not eligible for Impact Grants. Applications for out-of-town travel expenses are discouraged unless a plan to share the acquired information with other staff members is presented.

**APPLICATIONS:** Applications forms may be obtained from the office of any Lewiston public school or the school district Central Office. Submit applications (**plus 9 photocopies**) to the school foundation office at 3317 12th Street, Lewiston, Idaho 83501.

**APPLICATION DEADLINE:** Applications (**plus 9 photocopies**) must be received in the school foundation office no later than **5:00 P.M. on FEBRUARY 28**, in order to be eligible.

**AWARDS:** Award announcements will take place in April or May. Grant recipients may access their award funds **only between July 1 - May 30** following award notification.

**QUESTIONS:** Carla Gomez, Office Secretary  
Lewiston Independent Foundation for Education  
3317 12th Street, Lewiston, Idaho, 83501  
(208) 748-3010      [cgomez@lewistonschools.net](mailto:cgomez@lewistonschools.net)

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# IMPACT GRANT PROGRAM

APPLICATION DEADLINE: **5:00 p.m., February 28**  
(one original plus 9 photocopies – duplexing encouraged)

GRANT AWARDS ANNOUNCEMENT: Spring

TERM OF GRANT AWARDS: July 1 - May 30 (following award notifications)

## RESPONSIBILITIES OF GRANT RECIPIENTS

1. Grant recipients may access their grant funds any time **AFTER JULY 1**. **Under no circumstances will grant funds be available before this date.** Reimbursements for funds spent prior to this date must be discussed and approved in advance by the Foundation Board of Directors.
2. Grant funds must be **fully spent by May 31st**. Remaining funds are returned to the foundation.
3. Grant funds must be spent for the purposes and acquisitions listed in the application form. Any changes in use of the grant funds must be approved in advance by the Foundation Board.
4. Grant funds must not be overspent. Recipients are responsible to make arrangements to pay any bills or invoice amounts in excess of their grant award.
5. A successful grant award does not guarantee recipient additional funding in future years beyond the term of the initial grant. Funding for new projects will be given priority over funding for continuing or previously-funded projects.
6. Impact Grants are discrete awards and are not dependent on any other matching funds the recipient may or may not receive. If necessary matching funds from other sources are not received, recipients may use Impact Grants to fund activities as closely related to the initial project as possible with the approval of the Foundation Board.
7. Grant recipients may be requested to submit a project report to the Foundation Board containing an evaluation of project results. In addition, a recipient may be asked to provide a brief presentation to the Foundation Board at a regularly scheduled Foundation Board meeting.
8. **Give Credit: If you are awarded a grant, please acknowledge Lewiston Independent Foundation for Education when sharing your project with others, including students, district staff, and the general public.** Labels to place on equipment or materials are available upon request from the foundation office. You may also contact the foundation office to borrow the foundation logo and/or banner.

**Lewiston Independent Foundation for Education, Inc.**

**IMPACT GRANT APPLICATION FORM**

PROJECT TITLE: \_\_\_\_\_

PROJECT COORDINATOR (one name only, please): \_\_\_\_\_

Your School/Organization & Position: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Work/Day Telephone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other Participants (if any): \_\_\_\_\_

**PLEASE GIVE A ONE OR TWO SENTENCE DESCRIPTION OF YOUR PROJECT.** (This will be used for publicity purposes. Describe what the money will be used for, not what need your project addresses.):

**Grant amount requested (\$1000 max):** \$ \_\_\_\_\_  
**Estimated number of students served by your project:** \_\_\_\_\_

Have you ever applied for a foundation Impact Grant to fund this project: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, which year(s)? \_\_\_\_\_ Granted? \_\_\_\_\_ Yes \_\_\_\_\_ No

<p style="text-align: center;"><b>PROJECT SCHEDULE</b></p> <p>Approximate Starting Date: _____</p> <p>Approximate Completion Date: _____</p>
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<p style="text-align: center;"><b>SIGNATURES</b></p> <p>_____</p> <p style="text-align: center;">Applicant's Signature</p> <p>_____</p> <p style="text-align: center;">Signature of Principal/Supervisor</p> <p>_____</p> <p style="text-align: center;">Date</p>
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THIS IS THE COVER SHEET. CONTINUE TO APPLICATION QUESTIONNAIRE. **SUBMIT ORIGINAL AND NINE (9) COPIES. Please duplex where possible.**

# IMPACT GRANT APPLICATION QUESTIONNAIRE

## INSTRUCTIONS:

- A. Please type or print your answers to the questions below on additional pages, indicating each question being answered.
- B. EACH PAGE YOU SUBMIT SHOULD BE HEADED WITH YOUR NAME AND THE NAME OF YOUR PROJECT.
- C. Submit one original and NINE (9) copies of your application to the Lewiston Independent Foundation for Education office by 5:00 p.m., on FEBRUARY 28. (The use of duplexed photocopies is encouraged.) Keep a copy of your application for yourself for reference.

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1. What **need** is your project addressing? (5 points)
  2. **Describe your project** in detail, including other participants and any efforts which have already taken place. Include a tentative **timetable** of the steps you will take for implementation. Explain the potential benefits of your project and how it will enhance the existing school program. (5 points)
  3. **Who will benefit** from your project? How many and in what way? (3 points)
  4. Please describe how your project supports one or more of the Foundation Board objectives: enhance student achievement and talents; motivate students; expand educational opportunities; promote innovative, interdisciplinary or team-teaching projects; encourage the support of parents and the community in the educational process. (10 points)
  5. Describe how you and others will know if this project had a positive impact. (3 points)
  6. Explain your **budget needs**. (5 points)  
Attach a detailed budget including documentation of cost of items requested.  
If the foundation were to give you only a portion of the amount you have requested, would you still be able to implement your project?  
If grant request is for partial funding of a larger project, indicate which items will be paid for with foundation grant money and what the source(s) of other funding might be (other grants, fundraising, district funds, other designated funds in the foundation, etc.)
  7. Optional: Please include any other information you believe should be known about your project.

**If you are awarded a grant, please acknowledge the Lewiston Independent Foundation for Education when sharing your project with others, including students, district staff, and the general public.**

Send your original application and 9 copies to: **Lewiston Independent Foundation for Education**  
**3317 12th Street**  
**Lewiston, Idaho 83501**

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**UPON RECEIPT OF YOUR APPLICATION, WE WILL SEND A CONFIRMATION NOTICE TO YOU.  
PLEASE CONTACT OUR OFFICE IF YOU DO NOT RECEIVE THIS NOTICE.**