



LAND PARK SCHOOLS FOUNDATION RAISE THE BAR MINI-GRANT APPLICATION GUIDELINES

MISSION STATEMENT

The Land Park Schools Foundation is dedicated to engaging the community and providing fundraising support for land park public schools. Our vision is to build a neighborhood model for enhanced giving to, and support for, our public schools. LPSF strives to serve and support all Land Park public schools in their quest for educational excellence.

Our Raise the Bar Mini-Grant program is designed to invest in inspiring and meaningful educational programs for pre-k through high school. We will consider all grant applications submitted by all school-based staff, community volunteers and students that align with our mission and values.

We raise funds and return those funds to the community in the form of programming directed toward school-age children, educational materials that support our efforts, and through the funding of grants which support programming that aligns with our mission.

WHO MAY APPLY

During any grant cycle, the Land Park Schools Foundation invites grant applications from individuals or organizations for projects that align with the LPSF Mission Statement. All Land Park region PreK-12 teachers, school administrators, or involved citizens are encouraged to apply. Eligibility includes public schools recognized by the Sacramento City Unified School District (SCUSD) within the 95818 zip code.

BOARD REVIEW OF GRANTS

The entire Board of Directors of the Foundation reviews all applications received by the grant deadline. If questions of a substantial or factual nature arise once an application has been submitted and accepted, the applicant(s) may be contacted by a representative of the Foundation for additional information. The Board of Directors is solely responsible for making final decisions with regard to the approval or denial of funding for any and all grant applications submitted. Through the approval process, a grant may be partially funded, fully funded or denied funding. All decisions are final. In its deliberations, the Board will carefully consider all criteria and guidelines listed in this document.

GRANTS

Identical criteria are used in reviewing funding requests for all types and sizes of grants. Prior to submitting your grant application, please review LPSF's Grants Rubric found below. Applications must be fully executed with required signatures and received by the deadline set forth during each funding cycle or they will NOT be considered.

GENERAL GRANT GUIDELINES

The Foundation has created the rubric below to assist grant applicants in determining what to include and focus on when completing the application. Please note the Foundation will NOT fund the following:

- Salaries
- Routine supplies and operating costs (e.g., textbooks, utilities, building maintenance)
- Reimbursement for projects or events that have been completed
- Regular curriculum development normally funded by the school budget
- Transportation is typically not funded, but is reviewed and considered depending on the degree of necessity to the implementation of the grant
- Personal honorariums for the applicant
- Renovation of facilities
- Religious activities or teachings
- Nonacademic projects

GRANT FUNDING RUBRIC

CRITERIA	3-EXCELLENT 2-FAIR 1-POOR	SCORE	COMMENTS
ALLIGNS WITH LPSF VALUES	The project supports the values of LPSF and provides public awareness of the organization		
LEVEL OF LEARNING	Grant application shows how the grant will enrich learning beyond the proposed audience and the appropriateness of the program for the audience		
IMPACT	The project has the potential to involve a great number of individuals or individuals in multiple age groups and demographics; program has long term potential through duplication in future years; program sustainable without additional grant		
INNOVATION	Engaging, creative, and new pathways to learning are well documented by the applicant		
NEED	Has clearly identified the need in the school through documentation and research; application ties the project to the need and details how the need is addressed		
DOCUMENTED PLAN	Plan is specific, clearly outlined and objectives are defined; goals and objectives of the project are innovative, realistic and clearly stated; timeline is clear and		

	identifies specific activities and dates for completion		
PROJECT ASSESSMENT PLAN	Assessments, evaluations and reporting tools are clearly defined, and relevant to the project		
COLLABORATION	Proposal identifies potential opportunity for partnering with other schools or agencies or uses other non-profits or corporations to bring skills, technology and other resources to the audience; provides learning to multiple groups of learners (multiple age groups, multiple schools, varying demographics, etc.)		
BUDGET	Proposed project budget is realistic considering the audience size and stated objectives.		
APPROVAL	Proposed project has been approved by school administration and includes confirmation signature by the school principal.		

NOTIFICATION AND FUNDING PROCESS

Each mini-grant applicant will be notified in writing of the Board’s funding decision in a timely manner. Each grant recipient will receive funding as per voting decision, i.e., full or partial funding. Each grant recipient is required to complete a brief evaluation form indicating outcomes, feedback to the Foundation and suggestions for improvement in our grant process.