



Lufkin ISD
EDUCATION
Foundation

GRANT PROPOSAL GUIDELINES

These Guidelines are provided to all LISD educators interested in applying for an LEF Educator Grant. The purpose of these guidelines is to provide additional information about the Educator Grants program, application requirements, and helpful tips to make your Grant Proposal successful. All questions related to the Grant Application process may be directed to admin@lufkineducationfoundation.org.

PURPOSE

The Lufkin ISD Education Foundation (“LEF”) offers teachers, administrators, and other school personnel (“Educators”) the opportunity to apply for Grants to fund enriching programs, projects, and experiences that support higher levels of student learning. The Grants must directly correlate to an academic goal and support the objectives and initiatives of Lufkin ISD district and campus goals and plans.

ELIGIBILITY

LEF accepts Grant Proposals from individuals or teams of individuals, all of whom must be currently employed by Lufkin ISD. Eligible LISD employees include those involved in student instruction or related support services benefitting LISD students.

GRANT PROPOSALS ACCEPTED

Grant Proposals are accepted for programs, projects, and experiences designed to be implemented the following school year.

NEW FOR 2025 GRANTS – LEARNING EXPERIENCES!

We are now accepting Grant Proposals for “Learning Experiences!” These are intended to be more than just a run-of-the-mill “field trip” and are intended as engaging, interactive experiences that will illuminate age/grade-level academic content. Please see below for additional information about the parameters for proposals related to experiences.

Programs / Projects
Enriching projects or programs with an academic purpose
Are able to be fully implemented within one (1) school year
May require tangible items to accomplish project goals (e.g., manipulatives, project supplies, software/applications, etc.)
Budgetary constraints as defined below

Learning Experiences
Enriching learning experiences that serve an academic purpose
May include travel outside of the District’s boundaries but must be no more than one day of travel (trip is accomplished from departure to return within one day); no overnights.
May include experiences that do not require travel, but instead bring an experience TO the students
Same budgetary constraints for programs/projects as defined below

FUNDS AWARDED

Individual Grants (both projects & experiences):

- Up to **\$2,000**

Team Grants (both projects & experiences)

- Up to **\$6,000**

*The number of grants awarded will depend upon available funds.

SELECTION PROCESS

Upon closure of the Application window, all complete applications will be reviewed by the LEF evaluation committee, also called the “Programs Committee.” The committee reviews all applications anonymously. Grant recipients will be notified of awards in May 2025.

RESPONSIBILITIES OF RECIPIENTS

- If awarded, the Grant Recipients will be expected to use the Grant Award for the purposes described in the Application and within the timelines proposed, to be completed no later than the end of the school year.

- All Grant Recipients will be expected to attend the LEF Grant Showcase to display and present their Grant’s progress. Recipients will receive more information about Showcase expectations and dates upon notification of award;
- Grant supplies and materials must be ordered on or before the beginning of the 2025-2026 school year (more exact deadlines will be provided upon notification of award);
- Recipients are expected to provide updates (e.g., photos, videos of projects/experiences, thank you notes from students, etc.) as the grant progresses and/or upon request from LEF;
- Recipients should share successful outcomes of projects and experience with other staff members to encourage others to pursue Educator Grants.

GRANT APPLICATION TIMELINE

DATE	EVENT
December 20, 2024	Grant Application goes LIVE!
January 2025	LEF Campus Visits (will discuss application process & tips for successful grants during conference periods)
March 31, 2025 at 4:00 p.m.	Application DEADLINE!
April – May, 2025	Grant Application review by LEF
End of May 2025	Grant Recipients notified of award

KEY REMINDERS

- ✓ Your Grant Application requires: 1) completion of the online Grant Application form (via Google Forms) + 2) the Campus Administration Approval Form.
- ✓ Your Grant Application should be ANONYMOUS – *do not mention or allude to your name or your campus name in the Application*. The only place that identifying information should be provided is in your Campus Administration Approval Form.
- ✓ Only complete, timely Applications will be reviewed.
- ✓ Grant projects and experiences are intended for ideas that are not otherwise budgeted for or that can be covered by District/campus resources (e.g., grants for basic classroom/office supplies).



**THE LUFKIN ISD EDUCATION FOUNDATION
APPRECIATES YOUR INTEREST IN OUR
EDUCATOR GRANTS PROGRAM !**