

**ISC Mini Grant Program 2023–24
APPLICATION GUIDELINES**

GRANT APPLICATIONS/PROCESS:

1. The Goal of the ISC Mini Grant Program is to support creative and innovative approaches to teaching and to support the personal and academic development of LMSD students.
2. Staff may submit a grant application with other staff members. Applicants may work together across disciplines and schools to submit grant applications.
3. Staff is limited to submitting two grants total, either by themselves or with others.
4. Grants are awarded that impact both small and large groups of students. The number of students impacted is only one factor in considering a grant application.
5. All grant applications must be submitted online to the ISC Mini Grant Program by the established deadline posted on the ISC website.
6. The ISC Mini Grant Chair(s) will acknowledge receipt of application via email to the Primary Contact on the application.
7. All applications must include a detailed budget: items to be purchased, quantities, vendors, price, shipping and handling and tax if you are not getting a tax exemption. Submitting broad categories with a dollar amount will not be considered. For example, “Books--\$250” or “Supplies--\$100” does not provide the required detail. In this example, the list of book titles or specific supplies to be purchased would need to be included with the grant application.
8. Grant applications may reference a website and provide a link as supplemental information but cannot be used as the primary explanation for an item or request. It is expected that you will describe your proposal as it specifically relates to your classroom or work area.
9. Budget items that are typically NOT funded:
 - Office equipment
 - General school supplies
 - Document copying
 - Mailing costs (excluding product shipping and handling)
 - Consumable items (including food, beverages, subscriptions)
 - Transportation, lodging or conference fees
 - iPads or laptops
 - Outside guest speakers
 - High School Senior Projects
 - Items that pose safety hazards, such as wobble chairs

10. Applicants may submit additional information to further support a request when completing their grant application. You are not limited to the space provided or the information requested on the application.
11. Handwritten applications will not be considered.
12. Incomplete applications will not be considered.
13. Applicants must consult with their building principal(s) or supervisor before submitting an application to ensure that an ISC Mini Grant is the appropriate funding source for the project.

GRANT REVIEW PROCESS:

1. All grants are evaluated through a blind review process. Identifying information such as applicant name(s) and school(s) is removed.
2. The Grant Review Committee is comprised of the ISC Mini Grant Chair(s), ISC members, an HSA president, a CSE representative, an LMSD principal, LMSD parents and other LMSD administrators according to the type of grant applications submitted.
3. Technology requests will be reviewed by the Director of Technology to ensure compatibility with LMSD. In addition, applications may be reviewed for curriculum compatibility by the applicant's school principal and/or the appropriate department of LMSD's Office of Curriculum and Instruction. Consulting with the relevant administrators before applying and including a statement of approval in the application is appreciated.
4. The review committee considers all the applications holistically to ensure equity.

GRANT AWARDS:

1. Grants may be fully funded, partially funded or not funded based upon the consensus of the Grant Review Committee.
2. Applicants can be awarded funding for the same grant for a maximum of 3 years. However, grants funded during a review cycle are not guaranteed funding in subsequent years; grant applications must be resubmitted each year in order to receive multiple year funding.
3. If the Grant Review Committee awards partial funding for a grant, the awardee may be advised in the congratulations letter on which portion of the grant is being funded.
4. Items identified in the individual grant budget are the only items to be approved for reimbursement by the ISC Mini Grant Program. If a change or substitution is required (e.g., a

certain product is no longer available), prior approval from the ISC Mini Grant Chair is required for reimbursement.

5. Maximum award for any grant is \$1,000. There is no minimum dollar value for approved awards. All awards will be rounded up to the nearest dollar.
6. Grant money that is awarded in May of each year for the upcoming grant year will be available for reimbursement after the awardees receive their award letter and the LMSD Board of Directors has accepted the awards.

GRANT REIMBURSEMENT:

1. Purchases for the project can be made either directly by the awardee or can be purchased through LMSD (items may be available from a district-preferred vendor with reduced prices). If ordering through the school's purchasing secretary, please confirm that the purchase is to be coded for the ISC Mini Grants. Reimbursements will be made accordingly to either the awardee or LMSD Purchasing.
2. In rare circumstances, a third-party vendor may be considered for direct reimbursement. The ISC Mini Grant Chair is required to approve in advance a third-party vendor reimbursement request.
3. No reimbursement requests will be filled unless the reimbursement form and reimbursement procedures identified on the form are followed by the award recipient(s). Reimbursements are to be submitted via this [Reimbursement Google Form](#). Reimbursement will be paid from receipts ONLY. Quotes are not an acceptable form of receipt.
4. If funds are not spent all at one time, two reimbursement requests can be made by a teacher during the course of the school year.
5. Should the total dollar amount of the items bought exceed the approved amount of the mini grant awarded, the difference may or may not be reimbursed according to the funds available.
6. Should circumstances change, it is the responsibility of the Primary Contact to promptly contact the ISC Mini Grant Chair(s) for confirmed approval of funding.
7. Requests for ISC mini grant reimbursements must be submitted to the ISC Mini Grant Chair by **June 1st** of the grant school year (e.g., reimbursement requests for 2023–24 mini grants are due on June 1, 2024). After June 30th, any unspent funds go back to the ISC Mini Grant Program.