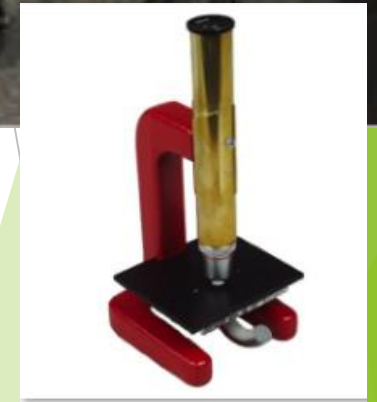
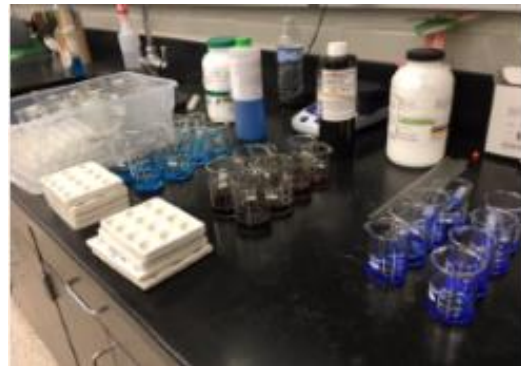
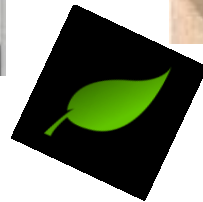


LCR3EF Grant Application Workshop for 2019



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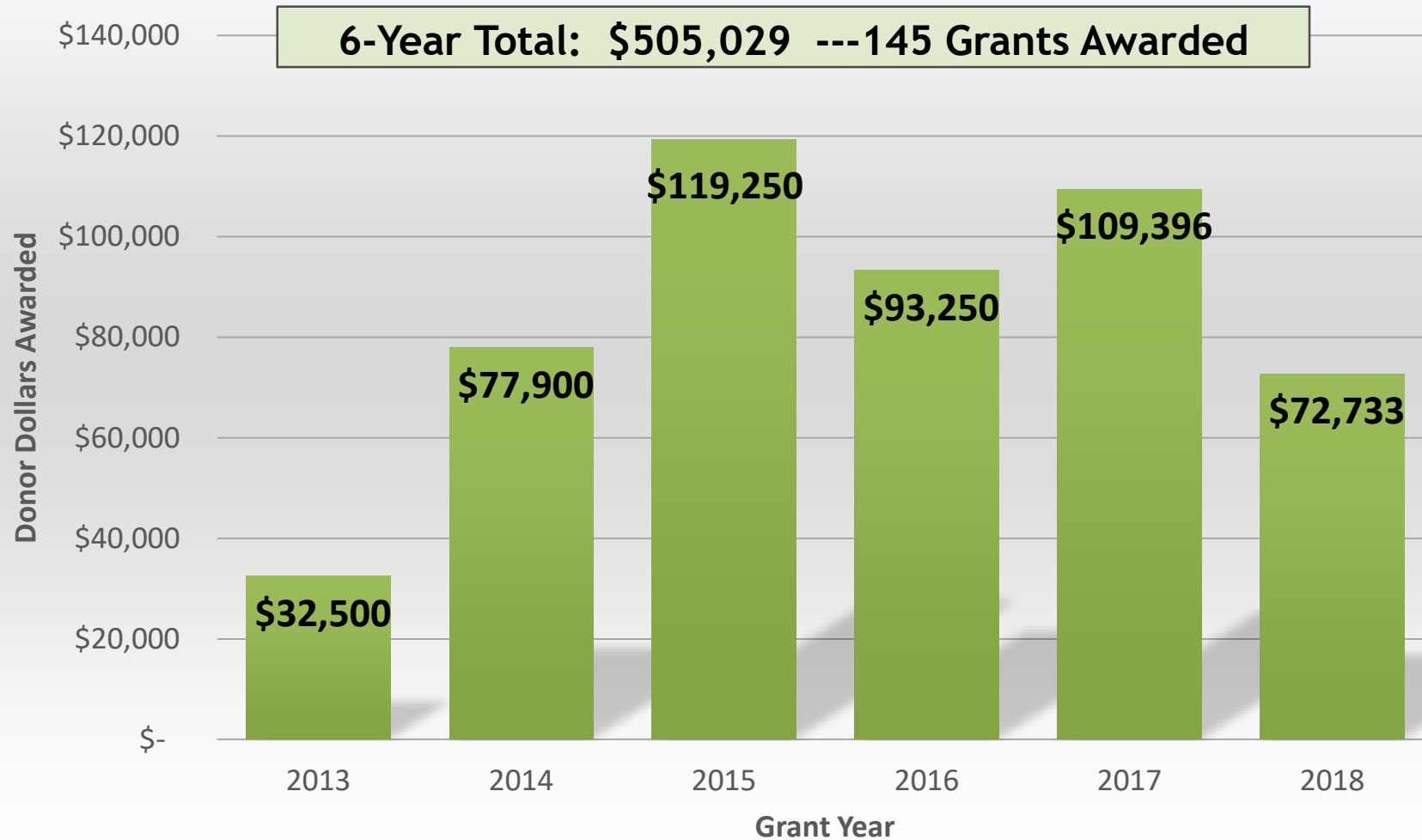


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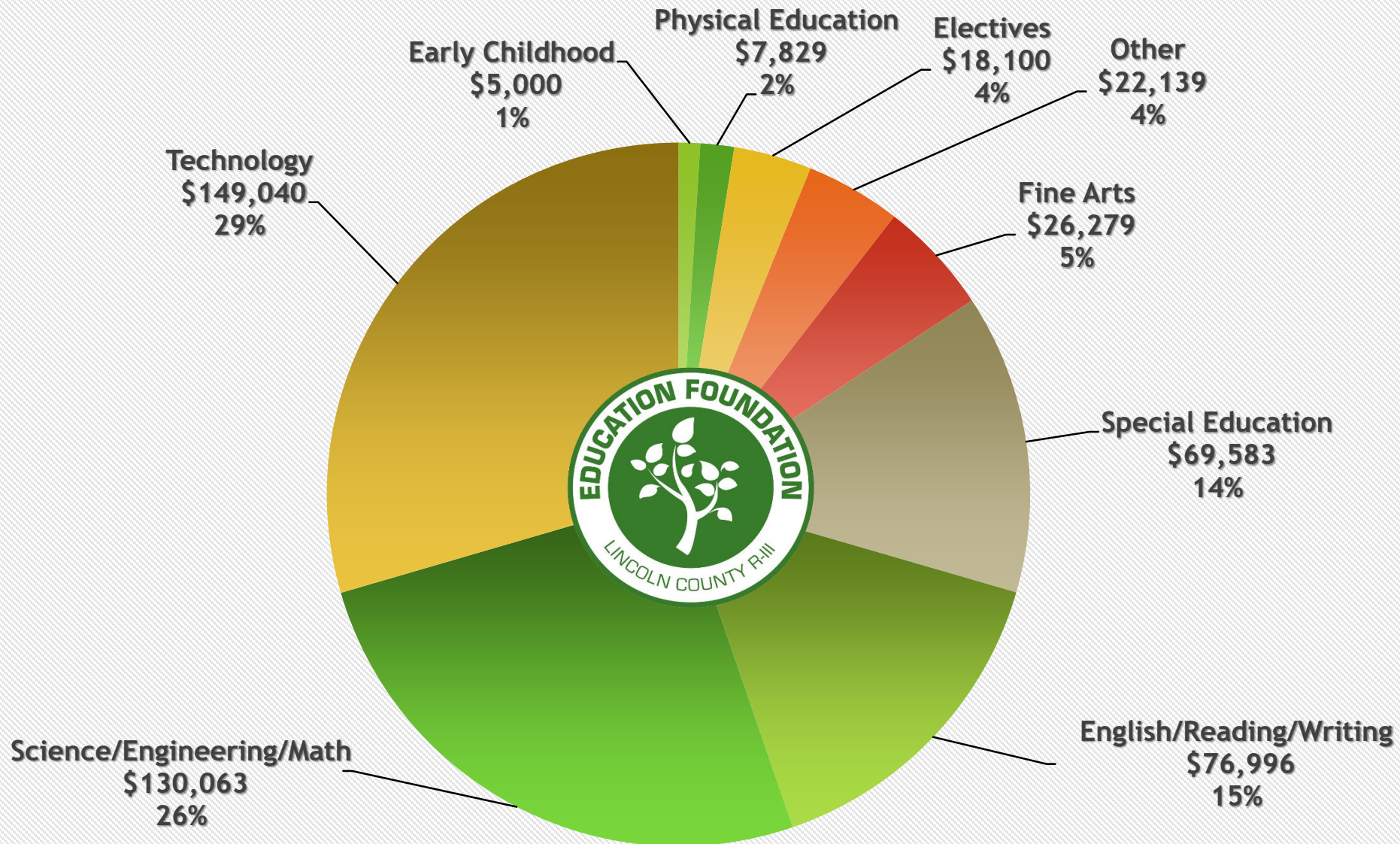


We Exist to Help the Community Help You

LCR3EF Grant Awards: 6 Years of Community Support for our Lincoln County R-III Schools



SINCE 2013, LCR3EF GRANT PROGRAM HAS CONTINUED TO ADD TO ITS SUPPORT OF LINCOLN COUNTY R-III PUBLIC SCHOOL INITIATIVES



2013 - 2018: \$505,029



2019 THEME:



From Good



To Great

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Key Dates in the Grant Process - 2018

▶ Monday, February 4, 2019 -

- ▶ Recommend Submitting grant in December or early January to allow time for all approvals and resubmission if needed.
- ▶ Final Online Grant Submitted and Approved

▶ Early May 2019 -

- ▶ Grant Brigade Awards

▶ Friday, June 28, 2019 -

- ▶ Last Day to Order Grant Items (Allow up to a 2 hour meeting to order)

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LCR3EF Grant Process



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REQUIRED: District Department Approval - Do You Need It?

If you need the following departments to implement your grant - they must approve BEFORE the Feb. deadline. If you aren't sure - call or email the department head with a brief description of your project and ASK.

- ▶ Technology - NEW or EXISTING - devices, hardware, software, apps, Wi-Fi, Bluetooth, electronics (batteries or AC power) PLTW, and/or accessory items used with technology.
- ▶ Transportation - any need for school buses
- ▶ Facilities and Maintenance - grants that include furnishings, shelving, storage, seating, cabinets and/or ANYTHING that modifies the room layout. Anything needing installation. Consider impacts on custodial services and future maintenance.

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TIPS: LCR3EF Role

- ▶ Our #1 factor is - the quality and clarity of the writing.
- ▶ Be complete, BUT concise - we read and score 50-75 grants in a month.
- ▶ Scoring is blind - no names, no buildings
- ▶ LCR3EF can review your grant before you submit - but that person cannot score it.
- ▶ Grants sent to LCR3EF for scoring have already been approved by administrators and departments as good ideas that further district goals.

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TIPS: Writing Style

▶ Technical Writing

- ▶ Get to the meat of your point quickly.
- ▶ Don't use too much emotion invoking descriptions and unnecessary colorful adjectives or narratives.
- ▶ Make your case using facts more than feelings.
- ▶ Be warned if you use humor in your writing - it often doesn't come across and may seem to disrespect the process.
- ▶ As you complete a section - re-read the directions and make sure you answered the question.

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TIPS: Writing Do's / Don't

- ▶ Do: Make sure your grant reflects you - even if you may have borrowed some verbiage from other applicants.
- ▶ Don't: Answer a section by directing reviewers to read another section - each section is scored alone.
- ▶ Don't: Answer a section by largely referring to an attachment. Only the information written in the form is scored.

** Attachments are NOT SCORED, but may clarify the writing with additional information, pictures, or sources.

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TIPS: Grant Description (#1)

- ▶ Treat this section like an abstract. You have other sections to get into details.
- ▶ DO: Within the first sentences, write in general what the grant project is and state the need.
- ▶ DO: Highlight in general your most important facts or points.
- ▶ DON'T: Build up a lot of justification at the beginning and not reveal what your doing and why until the end.

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TIPS: BLIP & CSIP Goals (#2)

- ▶ This section shows how your project is going to support the goals of your building and the District.
- ▶ DON'T: Only list what the goals or objectives are.
- ▶ DO: Give a discussion of how your grant will work toward these goals. Both BLIP and CSIP.
- ▶ Do: Reference or paraphrase a goal or objective to save word count if needed. May attach a copy of BLIPs if needed.
- ▶ www.trou.k12.mo.us/Page/7645 (CSIP)
- ▶ BLIP goals - see building administrator

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TIPS: Timeline (#3)

- ▶ DETAILED - Walk us through your plan step-by-step. We can only consider what you write for us; we cannot make assumptions.
- ▶ DO: Review the question and include every step that applies.
- ▶ DON'T: neglect to consider all the lesson planning, assessment, reports and only list: #1 order it, #2 use it.
- ▶ WARNING: Be careful of calendar years - if you type the wrong one - we can't assume what you meant.
- ▶ Most often missed: ordering and reporting back to LCR3EF

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TIPS: Research (#4)

- ▶ Very factual, technical writing
- ▶ DO: Include solid facts with citations from academic sources. A list of references may be attached to save word count.
- ▶ DON'T: Use research that does not directly apply without explaining the application.
 - ▶ i.e. research of effects on high school students for an elementary school grant - unless you explain how it applies.

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TIPS: Measurable Objectives (#5)

- ▶ Determine Project Success
 - ▶ metrics
 - ▶ methods
 - ▶ thresholds
 - ▶ comparisons
- ▶ DO: Make your assessment apply to your stated need.
- ▶ We recognize some projects are objective and qualitative. Not all projects can be measured with big data numbers. Consider observations you can make to measure success. Be creative.
 - ▶ What can you document? Can you create a scoring sheet, rubric, or survey for qualitative factors that you observe? What about measuring time of student use, or time saved?

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TIPS: Measurable Objectives (#5) Cont.

- ▶ Metrics may mix quantitative and qualitative measures.
- ▶ Consider all the factors of a metric in determining if it is best to describe your success.
 - ▶ i.e. - a metric of success that % of HS students in the class will go on to the next level class may not be a fair metric because limited schedule slots don't always allow students who wish to, to continue.
- ▶ These methods will be used and results included in your final LCR3EF report.

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TIPS: Student Impact (#6)

- ▶ Show how all the bare facts you provided in research translate to the lives of your students. This can be more descriptive and less technical writing.
- ▶ DO: Be concise and clear on how a R-III students experience is impacted. Give definable benefits.
- ▶ DON'T: Only restate research or get lost in emotional narratives.

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TIPS: BUDGET (#7)

- ▶ List all your items by Priority - and give lots of details. We can only order what is listed.
- ▶ ALWAYS - list shipping charges - even if the total is \$0.00 - we can't assume you didn't omit it.
- ▶ VERIFY - if you quote prices from the internet they are in US DOLLARS from a US provider.
- ▶ If requesting Apps - please list the specific website link for reviewers and technology.
- ▶ If you take initiative to work out pricing deals or coupons reflected in your pricing - tell us about it!

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TIPS: BUDGET (#7) Cont.

- ▶ If you have secured other funding that will further your project or add accessories - tell us about that.
- ▶ CONSIDER: Each grant has to stand independently.
- ▶ If you have included a common fee (i.e. building use fee) in several related grants, explain that to us in the pricing considerations so we know only one fee will be needed if all grants are awarded.
 - ▶ Sometimes - buildings will commit to cover a single use fee from their own budget - described in the additional funding section - and that frees up the cost for each related grant. Remember - each grant in the same year has to be able to succeed alone.

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TIPS: Grant Press Release (#9)

- ▶ This is a few sentences that may be published in the newspaper, website and/or social media in the event your grant is awarded.
- ▶ Let's get the community excited about the great things you are doing!

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APPROVAL and TERMS

- ▶ The Name and Email on the “Signature Page” box is that of the ADMINISTRATOR. This is what sends the request for approval.
- ▶ Ownership: Your grant belongs to the district and must stay within R-III. If written as a team, it stays with the team.
- ▶ Photo Release: You agree to allow us to use photos or videos for publicity.
- ▶ Reports: PLEASE, take seriously the requirement that a grant outcomes report be submitted to LCR3EF by the end of your implementation year.

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BIGGEST TIP!!

- ▶ If you have questions or need help -

ASK

- ▶ We are here to help you succeed!

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Thank You For Your Time

- ▶ We appreciate all you are doing for our students!
- ▶ Remember - LCR3EF doesn't print our own money - we get it from the philanthropy in our community.
- ▶ When you see LCR3EF sponsors or visit their businesses - be sure to thank them for their support.

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