



LIMESTONE LEARNING FOUNDATION

220 Portsmouth Avenue
Kingston ON K7L 4X4
(613) 544-6925, ext. 210

GRANT APPLICATION GENERAL INFORMATION & HELPFUL HINTS

**This page is for your information in completing the LLF Grant Application.
Do not include it with your Application Form.**

The Limestone Learning Foundation has two granting periods annually - deadlines for application submission are usually late February and late October. Actual dates are broadcast approximately 6 weeks prior to the deadline. Applications should be forwarded to the LLF Office at the LDSB Board Office by the deadline (3 copies of the completed Application are required).

All Applications are then scrutinized by Grant Review Teams (membership includes active or retired educators along with Parent Council and Community representatives) and, based on the merit of the project, benefit to students, clarity and completeness of the Application, creativity and innovation of the project, etc., the projects are then rated as "Recommended for Funding", "Recommended for Consideration", "Not Recommended at this Time". These recommendations are then presented to the full LLF Board for final determination as to which projects are funded and to what degree.

Successful applicants are notified immediately and invited to the LLF Grants Presentation Event held shortly after the approvals. Applicants whose projects were not successful will receive a synopsis of the reviewers' comments. In some cases, a simple adjustment and re-submission is all that is necessary for a successful outcome. In other cases, the request may be for something the LLF does not fund. Some guidance in this area can be found in the "Criteria for Support" Checklist in this package. If you still have questions, please contact: Leslie Myles, Managing Director, LLF 544-6925 ext. 210 or e-mail lesl@limestone.on.ca

Hints:

- BE CLEAR and CONCISE - Review Teams have noted that applications that are brief, to the point, and CLEAR generally make the most compelling case and are easiest to recommend for funding.
- BE CREATIVE - Projects that are unique, creative, innovative, exciting, fun, or interesting are the ones that capture the reviewers' imagination. Yes, some projects naturally lend themselves to this aspect more easily than others. But, don't let your project be dull or ordinary - it makes a difference.
- Reviewers are also looking for the project to be an "ENHANCEMENT" to the learning experience... something above and beyond the everyday - something that an outside observer would not expect to see. Above all, the project must actually engage the students in doing something, not just being "taught at". **The more the students are doing, the better.**
- DETAILED BUDGETS are important - it must be clear as to how much your project will cost, how much you are requesting from LLF, and an itemized listing of where the money will be spent. Ensure that it is absolutely clear as to where the LLF portion will be spent.
- All requests for equipment must be "PROJECT-LINKED". Example- a simple request to fund a DVD recorder would not be approved. But, if the DVD recorder purchase was part of a creative project involving video-editing, computer animation, or digital music production, it would be more seriously considered.
- LLF does not normally fund projects that appear to be simply augmenting class texts or school library resources. Levelled reading materials may be considered but must be in support of an enhanced literacy project like "book in a bag, parent assisted programs".
- LLF does not normally fund computers. Exception - if a specific configuration (not routinely supplied by ITS Services) is needed to support a creative project, this will be considered.
- In addition to literacy-based projects, LLF encourages applications for numeracy, technology, creative arts, and innovative practices projects as well.



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GRANT APPLICATION

CRITERIA FOR FOUNDATION SUPPORT

Please **check** the following information carefully against your Grant Application. ***This checklist must accompany your application as the cover page.***

Does your project:

- Enhance existing educational opportunities for LDSB students?
- Support initiatives in Literacy/Numeracy, Technology, the Arts, or Innovative Practices?
- Have a signature indicating review/support by a LDSB Principal/Superintendent?
- Indicate a specific purpose and a specific period of time?
- Clearly identify how LLF Grants and other sources of funding will be used?
- Lend itself to the completion of a Project Summary Report, to be submitted following completion of the project?
- Lend itself to being publicly promoted and/or showcased by the Limestone Learning Foundation? We want to celebrate your success!

The Limestone Learning Foundation funds enhancements to existing learning, it does not fund core curriculum activities, resources or programs that would normally be considered to be part of the Board and/or school budgets. It is not the intent of the Limestone Learning Foundation to replace or supplement traditional government funding for public education.

****Please review your budget carefully to ensure that your project will not be used for the following:**

- To cover deficits or to retire debts
- For fund-raising activities or campaigns
- For general endowments or individual bursaries or scholarships
- For resources normally considered to be part of the Board and/or school budgets
e.g.:
 - capital projects (i.e. renovations, construction, major equipment)
 - indirect funding (i.e. transportation, refreshments, supply teacher coverage)
 - regular school beautification projects
 - regular in-class supplies/materials, texts, library resources and the like

All applications are welcome and appreciated. However, due to limited funds available for each granting session, some projects will not receive funding and others may receive partial funding. We thank all participants for their interest and effort.

If you have questions, or for more information, contact:
Leslie Myles, Managing Director
Limestone Learning Foundation
LDSB Board Office
544-6925 ext. 210 (800) 267-0935

E) BENEFITS / OUTCOMES:

What do you hope to achieve? List specific expectations, what students will be doing & how they will benefit, how many students will benefit, new learning that will occur.

Please list:

-
1. Student Enhanced Learning
 2. Student Engagement
 3. Student Achievements
-

F) EVALUATION:

Clearly describe how the success of the project will be measured, for example through statistical analysis, surveys, parental/community remarks, test results, etc. (You will also be required to fill out a funding survey when the project is completed.)

G) CURRICULUM CONNECTION:

Identify how your project is connected to an extension or enhancement of curriculum. Cross-curricular linkages are encouraged e.g. the project incorporates elements of literacy, science, history, etc.

H) RECOGNITION OF LIMESTONE LEARNING FOUNDATION:

How will you recognize receipt of funding from LLF? - for example labels on materials, plaques, local media, newsletters, websites, etc.

I) CONTACT INFORMATION:

Name of applicant:

Telephone Number & extension:

E-mail address: