



Grant Review and Award Process

All applications go through four reviews before a final award recommendation is made to the Foundation's Board of Trustees.

Technology and Building & Grounds Review:

All applications with technology or building & grounds considerations (extraordinary electrical power, size, or storage requirements, etc.) will be reviewed with the technology and/or Building & Grounds departments. Items for discussion will include:

- Compatibility with the school's technology and building infrastructure
- Suitability of selected technology for proposed application
- Opportunities for better pricing or quotes

Administrative Review:

A review will be conducted with the LFHS principal to ensure the application meets several criteria. These include:

- Is the project consistent with LFHS curriculum and other goals?
- Are the projects goals well defined?
- Are funds for this project included in the current D115 budget? Planned for subsequent year's budgets?

1st Round Grants Committee Review:

The first round of Grants committee reviews will focus on:

- Does the proposed grant meet the LFHS Foundation Mission and Goals?
- Is there adequate documentation of the products and services (and their associated costs)?

During this stage of the review process, grant committee members will contact applicants to clarify information contained in the application. Additionally, applicants with larger dollar requests (> \$10,000) may be asked to make a presentation to the Grants Committee and/or Board of Trustees to develop a better understanding of the project.

2nd Round Grants Committee Review:

In the final review, all viable applications are rank ordered by each committee member and then in total. With the results of this exercise, a priority list is determined to allocate the funds available. Four criteria are used for this rank ordering exercise:

- Number of students impacted by the grant
- Appeal to Foundation donors
- Cost/benefit ratio
- Amount of funds department has received from the Foundation.

Underlying all of these reviews is a strong sense that the project must ultimately serve the educational or academic needs of a large number of students. Not all of the criteria can be measured in a purely objective manner. Consequently, some judgment and experience may be exercised in the decision making process.

Board Presentation and Vote:

The Grants Committee will make final recommendations to the Board of Trustees at the regularly scheduled April meeting. An E-mail and/or letter will be sent to notify all applicants of the Foundation's decision.

Conditions for a Grant Award:

- Funds provided by the LFHS Foundation will be used solely for the purchase of products and/or services approved by the LFHS Foundation Board of Trustees as shown on the Expenditure Worksheet. All products acquired will remain the property of District 115.
- Payouts under the grant must be completed by the first day of December following the award. Funds not used by this date will be returned to the general pool for use in next grant cycle. If there are extenuating circumstances that require unused funds be reserved beyond the December 1st date, the grant recipient will need to contact their Grants Committee Department Liaison to request an extension.
- Grant recipients will provide the Foundation Grants Vice-Chair with a written letter outlining the activities that were carried out under the grant, how the funds were used, and the results achieved. This report is due by the first day of December following the grant award, or within three months of final payment of the grant, whichever is later. (The outline for the Final Report can be found at www.lfhsfoundation.org under "Grants".)
- When possible, grant recipients are asked to identify and publicize that the LFHS Foundation has made their project possible. Award recipients may be interviewed and photographed by Foundation Board members or their representatives for publicity purposes. These articles and/or photographs may appear in LFHS publications, on the Foundation's website, or in the local community papers.