



## GRANT PROCESS

### Who Can Apply

LFHS faculty and staff, students, parents, Lake Forest, Lake Bluff, and Knollwood community members may apply for a grant. All grant applications require sponsorship by the appropriate Department Chair or Instructional Director before submission. *Note: Community members and parents must work in collaboration with staff as the application is only accessible to those with school email addresses.*

### How To Apply

Simply complete the [grant application via the Google Form](#). Additional information may be submitted as an attachment to the completed form. Application questions may be sent to [lfhsfoundationgrants@gmail.com](mailto:lfhsfoundationgrants@gmail.com) or [jsullivan@lfschools.net](mailto:jsullivan@lfschools.net). Receipt of the application will be confirmed via email after submission. No applications will be accepted after the deadline.

### More About the Process

Once grant applications are received, they are thoroughly reviewed by the LFHS Foundation Grants Committee. During the review process the Grants Committee will consult with the D115 Technology Director and Director of Buildings & Grounds to ensure all requests are compatible with the school's technology and building infrastructures. All potential issues must be resolved prior to further consideration of the application. The Grants Committee also meets with the LFHS principal to ensure that each application supports the curriculum. Any grant applicant requesting over \$10K is required to do a formal presentation to the committee. Prior to deliberation a brief overview of the grants submitted is shared with the LFHS Foundation Board. The committee considers the following 7 Key Criteria when deciding which grants will be recommended to the LFHS Foundation Board for funding. The Grants Committee then brings a recommendation to the LFHS Foundation Board for approval. Finally, the grants are announced on Grant Day with the Committee visiting classrooms throughout the building to share the great news!

### 7 Key Criteria for LFHS Foundation Grants

1. Does the grant application fit within our mission? Our mission statement: *To support, enrich, and enhance the educational experience for all Lake Forest High School students, faculty, and staff by investing in educational excellence.*

2. How many students will be impacted by this grant? Consider expected enrollment for the specific class(es) as well as how this grant impacts areas outside of the department.
3. Total cost of grant?
4. Cost/Benefit Comparison: Divide cost of grant by number of students impacted by grant.
5. % Foundation funds that have been allocated to this department in previous years. Take into consideration whether it will impact a core, elective or “other” department as well.
6. Donor Appeal: How will this grant make a difference in improving education at LFHS? Would our donors view this grant as worthy of their donation?
7. Potential Collaboration: Is there a possibility of collaborating with another organization for funding? (LFLBLDA, APT, Boosters, Applause, PALS, Student Council, Senior Class, LFHS, a corporation, etc.)