



Ladue  
Education  
Foundation

**Ladue Education Foundation Grants  
Application Guidelines 2011-2012**

*“The Ladue Education Foundation will advance the excellence of our District by expanding opportunities for extraordinary student success”*

Ladue Education Foundation Priorities and Eligibility

The Ladue Education Foundation, in partnership with the community, will provide grants to promote extraordinary learning opportunities for Ladue School District youth, families and faculty to support student success and further enhance district goals. The priority areas include Innovation, Culture, Economics, Environment and Leadership as outlined in the Global Learning Institute chart - attached.

The Foundation’s efforts will focus on all grade levels and in all areas of educational endeavor – academic, artistic, athletic, extracurricular, civic and character development with a focus on projects that prepare our students to compete in a global world.

LEF will consider requests for innovative programs, projects and initiatives submitted by a member of Ladue School District community with the demonstrated support of parent, administrator and community partners.

Higher priority will be given to projects that:

- Have a direct impact on students
- Include innovative partnerships with the district for curriculum projects
- Have clear and measurable outcomes
- Demonstrate student, parent and community involvement
- Further district goals, initiatives and strategic plan
- Include partnerships with other entities including, but not limited to, other schools, districts, universities and community partners
- Include a global component

Through the grant program, the Foundation typically will not support:

- Projects that duplicate the efforts of other support organizations
- Facility and infrastructure projects
- Projects without significant faculty involvement
- Grants to individuals
- Grants to organizations for religious or political purposes

## ***Ladue Education Foundation Grant Application Procedures***

Applications will be accepted once a year by **January 17**. Notification of grant awards will be announced in the spring. Faxed applications will not be accepted. ***This year applications should be submitted through Ladue Schools Google Docs portal. Please contact Rob Highfill if you have any questions.***

Applications must include all requested information in order to be considered. Successful applicants will be required to submit an evaluation report. Grants will be one year in duration, and will typically range from \$250 to \$5,000, but are not capped at these levels.

Please ensure the following items are included with your submission:

- General Project Information
- Proposal Narrative
- Two letters of support (one from building administrator)
- Project budget
- Technology Review signature (if your proposal includes a request for technology)

All materials must be received by **January 17** for spring notification. Submit applications to:

Allocations Committee  
Ladue Education Foundation  
9703 Conway Road  
St. Louis, MO 63124  
314-983-5334

[www.laduefoundation.org](http://www.laduefoundation.org)

***Grant Application***



Ladue  
Education  
Foundation

General Project Information

Proposal Name:

\_\_\_\_\_

Key Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School/Department: \_\_\_\_\_

Population of Children or Families Served by Project: \_\_\_\_\_

Proposal Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Overall Project Budget: \_\_\_\_\_

List any other sources of support (cash or in-kind) for the Project: \_\_\_\_\_

\_\_\_\_\_

Is work on the Project underway? Provide an overview of all activities related to the Project in the past:

\_\_\_\_\_

\_\_\_\_\_

Does your Project include a request for technology OR will it impact curriculum and instruction? If so, see “Additional Requirements” on Page 2.

### Proposal Narrative

Please answer the following questions in the order presented, clearly marking each section. Please use no more than three typewritten pages -- minimum of .75” margins and at least 11 point type.

Briefly describe the department, school or organization’s key programs and activities and the audiences it serves.

How will this grant be used? Include the following:

- Activities to be planned and timetable
- Target audiences and number of people projected to be served
- Staff with primary responsibility for these activities
- Highlight any outside partners that will enhance the program

What will be the outcome of this grant? How will you know if this grant program has been successful? Please cite specific plans for tracking your progress toward the goals stated above.

### Additional Requirements

- Two letters of support for the Project – one from building administrator is required – should accompany the application.
- Grant applications that address technology or impact curriculum require an additional review, at least two weeks prior to the deadline, by the individuals below:
  - If your proposal includes a request for technology, you must seek review from Rob Highfill, Director of Information Technology.
  - If your proposal impacts curriculum and instruction, you must seek review from Donna Jahnke, Assistant Superintendent.
- Include a copy of an overall project budget that breaks down sources of funding and expenses, and provide options, if appropriate
- If you are awarded a foundation grant, you will be required to submit a follow up report by December 1, 2012. This will include submission of project artifacts (photos, video, samples, testimonials, etc.), a financial report and a narrative that describes results and challenges.