



Ladue  
Education  
Foundation

### **Ladue Education Foundation Grants Application Guidelines**

*“The Ladue Education Foundation advances the excellence of Ladue Schools 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 district goals. 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.

The foundation will consider requests for innovative programs, projects and initiatives submitted by a faculty member with the demonstrated support of parent, administrator and community partners.

#### Higher priority will be given to projects that:

- Advance innovative curriculum to support district objectives
- Have clear and measurable outcomes
- Demonstrate student, parent and community involvement
- Further district goals and initiatives
- Include partnerships with other entities including, but not limited to, other schools, districts, universities and community partners

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

- Projects or programs that have been eliminated by Ladue School District Board policy
- Projects that duplicate the efforts of other support organizations
- Facility and infrastructure projects
- Projects without significant faculty involvement
- Grants to individuals, such as scholarships
- Grants to organizations for religious or political purposes

## *Ladue Education Foundation Grant Application Process*

Applications will be accepted once a year on **February 1**. Notification of grant awards will be announced in the spring. Faxed applications will not be accepted. However, applications may be submitted via electronic mail.

Applications must include all requested information in order to be considered. Successful applicants will be required to submit an evaluation report in February of the following year; a copy of this form will be distributed with the grant award. Grants will be one year in duration, and will typically range from \$250 to \$5,000.

Please ensure the following items are included with your submission:

- General Project Information
- Proposal Narrative
- Project Budget
- Two letters of support (one from building administrator)

Additional items that may be required:

- Technology Review (if your proposal includes a request for technology)
- Curriculum & Instruction Review (if your proposal involves a change to existing curriculum)

All materials must be received by **February 1** for spring notification. Submit this cover sheet, the application and letters of support to:

Donna Coble, Executive Director  
Ladue Education Foundation  
9703 Conway Road  
St. Louis, MO 63124  
314-983-5334  
[www.laduefoundation.org](http://www.laduefoundation.org)  
[dcoble@ladue.k12.mo.us](mailto:dcoble@ladue.k12.mo.us)

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Signature of person submitting application

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Date



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***Grant Application***

General Project Information

Proposal Name: \_\_\_\_\_

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

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

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

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

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

Which Students or Families will be 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 past activities related to the Project:

\_\_\_\_\_

\_\_\_\_\_

Does your Project include a request for technology? If so, ensure that Rob Highfill, director of Information Technology, reviews this request by January 15, 2010.

Will your Project require a change to existing Curriculum & Instruction? If so, ensure that Dr. Donna Jahnke, assistant superintendent, reviews this request by January 15, 2010.

### 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 the building administrator is required – should accompany the application.
- Include a copy of an overall project budget that breaks down sources of funding and expenses.
- Grant applications that involve technology or significantly impact curriculum require an additional review at least two weeks prior to the deadline.
- If you are awarded a foundation grant, you will be required to submit a follow up report in February of next year. This will include submission of project artifacts (photos, video, samples, testimonials, etc.), a financial report and a narrative that describes results and challenges.