**2024 -2025 East Lansing Educational Foundation** 

**Endowment/ Collaboration~~/~~Classroom Grant Applications**

**Application Deadline: October 25, 2024**

# **\*\* This “Cover Page” form is to be completed for all ELEF Grant applications\*\***

**Directions: FIRST: Go to File: Make a Copy. Name the grant with your name/name of grant. Then complete the form.**

**\*Complete: This Cover Page, the appropriate Grant Form (A, B, C), and the “Universal Grant Information” (page D).**

**\*Forms must be typed! Please make sure that you sign and your principal signs the form.**

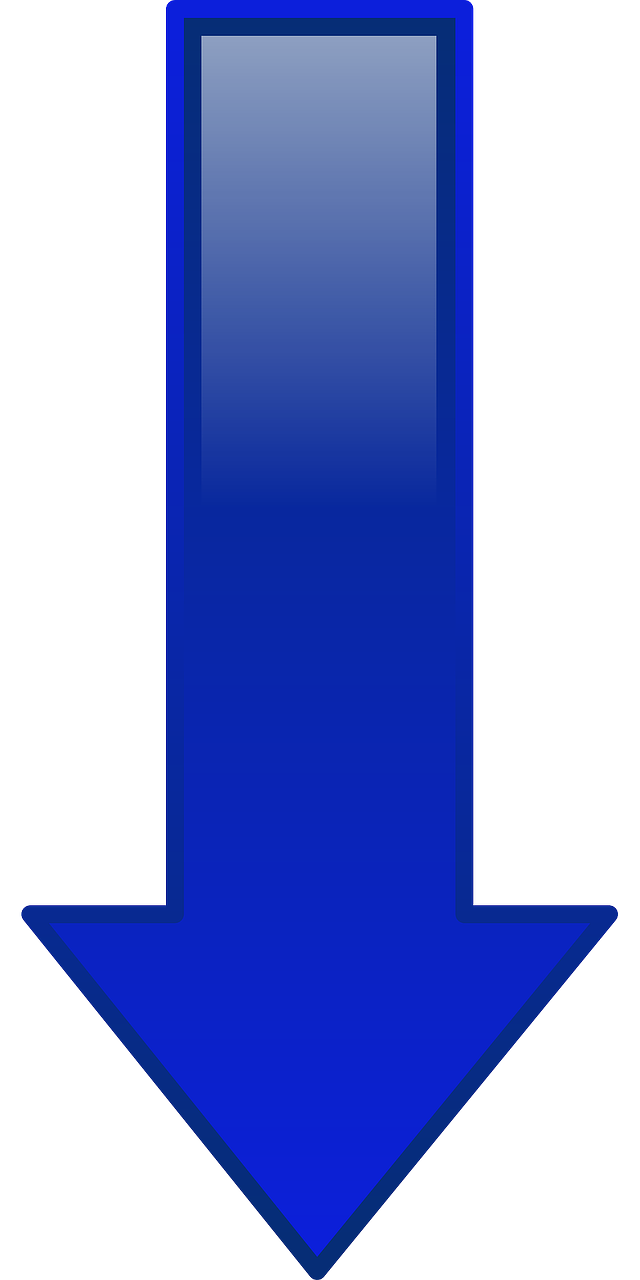
**\*You may scan and send a completed, printed application or send a PDF of this Google Doc as an attachment in an email.**

**\*You may also send a completed, printed application via interschool mail. No handwritten forms can be accepted.**

**(The final page, that is: The Grant Report Page, is FYI and will be mailed to recipients for completion in the Spring)**

**School, Department or Grade Level:**

**Person submitting the grant:**

**Amount Requested:**   **Check the fund sources you are seeking below:**

**Amount available**

**this cycle**

1. Classroom Teacher Grant –$250 - $749 request \_\_\_\_\_\_ up to $10,000

(If asking for an individual classroom grant, check here and go directly to the individual teacher grant application page (A)

1. Collaboration Grant up to $10,000

(Check here and go to the Collaboration Grant Application for details (B))

1. Endowment Grants (Visit [www.ELEF.us](http://www.elef.us) for specific grant parameters and check the appropriate grant below and complete page (C))

K-12 General Endowment Fund for enhanced learning $15,862.50

K-12 Academic Fund for enhanced academic achievement \_\_\_\_\_\_ $1473.00

K-12 Arts Fund for Fine Arts and Performing Arts \_\_\_\_\_\_ $1778.00

K-12 Cafagna Fund 1/2 for Special Education \_\_\_\_\_\_ $724.50

1/2 for ELHS/MMS Jazz/Choir \_\_\_\_\_\_ $724.50

K-12 Ropp Fund for programs that provide "out-of-the box learning \_\_\_\_\_\_ $2707.00

K-12 STEM Fund for science, technology, engineering & math \_\_\_\_\_\_ $977.00

K-5 Spartan Village Global Fund for global learning $564.00

K-12 Athletics, Clubs and/or Activities Fund \_\_\_\_\_\_ $255.00

9-12 Draggoo Fund for high school band \_\_\_\_\_\_ $2122.00

9-12 McDonald Fund for high school orchestra activities $1594.17

9-12 Jodi Piper-Bappert Fund to foster student leadership \_\_\_\_\_\_ $1182.00

9-12 Sternberg Fund for theater and performing arts only \_\_\_\_\_\_ $5402.49

K-12 Science Olympiad \_\_\_\_\_\_ $3644.00

K-12 Bromley Fund for school libraries\_\_\_\_\_\_ $1141.00

6-12 Shrewsbury Sisters Family Fund \_\_\_\_\_\_ $1142.00

(Leadership and governmental program grants for students in grades 6-12)

Allyson Knox & Mark Solheim School Social Work & Counselor Fund \_\_\_\_\_\_\_ $1747.00

For professional development or group wellness initiatives that will encourage retention and prevent burnout of

school social workers and counselors.

**INDIVIDUAL CLASSROOM GRANT APPLICATION (A)**

**School Year 2024-2025**

###### **Application Deadline: October 25, 2024**

**School, Department or Grade Level: Marble**

**Person submitting the grant:**

**Position: Email:**

**Amount Requested:**  (Individual classroom requests, minimum $250.00 to maximum $749.00)

Please answer all of the following questions:

1. Please explain your program idea, and how will this impact the curriculum?
2. How will this grant enrich student outcomes?
3. How will the grant enhance the goals of ELPS?
4. How many pupils will be involved in the program?
5. What results do you anticipate and how will you measure the results?
6. Itemize the budget for your program/activity including shipping, handling,

without taxes. CHECK REMC for pricing if appropriate. Add supporting attachments, as necessary.

1. In addition to ELEF, what additional sources of funding have you requested?
2. How will you recognize/publicize the ELEF if you are awarded a grant? (Newsletters, stamps in materials,

press release, social media–be specific, etc.)

**Amount available for 2024-25 Teacher Grants $10,000**

**(minimum request amount $250.00 – maximum $749.00)**

**(NOW GO TO Page D – Must be filled out for all grants)**

**COLLABORATION GRANT APPLICATION (B)**

**School Year 2024-2025**

###### **Application Deadline: October 25, 2024**

(Collaboration grants are intended to support a collaborative initiative within a school, a department or a grade level.)

**School, Department/Subject or Grade Level:**

**Person submitting the grant:**

**Other Collaborator(s):**

**Amount requested (minimum: $750.00)**

Please answer each question completely (incomplete forms will be returned)

With whom will you collaborate? Collaboration grants are intended to support a collaborative initiative within a school, a department or a grade level

Across what building or Across what grade level or

Across what department/subject area

1. What is the collaborative nature of your proposal?
2. Please explain your program idea.
3. How will this grant enrich student outcomes?
4. How will the grant enhance the goals of ELPS?
5. How many pupils will this proposal impact?
6. What results do you anticipate and how will you measure the results?
7. Itemize the budget for your program/activity including shipping, handling, without taxes. CHECK REMC

For pricing if appropriate. Add supporting attachments, as necessary.

1. In addition to ELEF, what additional sources of funding have you requested?
2. How will you recognize/publicize the ELEF if you are awarded a grant? (Newsletters, stamps in materials,

press release, social media–be specific, etc.)

**Amount available for 2024-2025 Collaboration Grants: $10,000**

**(minimum request amount $750.00)**

**(NOW GO TO Page D – Must be filled out for all grants)**

**ENDOWMENT GRANT APPLICATION (C)**

**School Year 2024-2025**

###### **Application Deadline: October 25, 2024**

**School, Department or Grade Level:**

**Person submitting the grant:**

**Position: Email:**

**Amount Requested:**

**Be sure you have checked all of the possible, appropriate Endowment grant sources on the cover page!**

Please answer all of the following questions:

1. Please explain your program idea and how will this impact the curriculum?
2. How will this grant enrich student outcomes?
3. How will the grant enhance the goals of ELPS?
4. How many pupils will be involved in the program?
5. What results do you anticipate and how will you measure the results?
6. Itemize the budget for your program/activity including shipping, handling,

without taxes. CHECK REMC for pricing if appropriate. Add supporting attachments, as necessary.

1. In addition to ELEF, what additional sources of funding have you requested?
2. How will you recognize/publicize the ELEF if you are awarded a grant? (Newsletters, stamps in materials,

press release, social media–be specific, etc.)

**(NOW GO TO Page D – Must be filled out for all grants)**

**UNIVERSAL GRANT INFORMATION**

#### **This page (D) must be completed with**

#### **All Grant Applications!**

(Initial here) I have answered all the grant application questions.

(Initial here) I have included this request WITH shipping and WITHOUT taxes.

(Initial here) I have reviewed and completed all 3 pages (Cover Page, appropriate Grant Form (A, B, C),

and the Universal Page D) of the application

(Initial here) I understand the expectation of the ELEF is that I will recognize this grant as a recipient

when the funds are used (e.g. stamping books, class/school newsletters, social media, etc.)

(Initial here) I understand that it is my/our responsibility to follow up with the East Lansing Educational

Foundation with a written report/documentation on how these funds were spent.

(If you receive a grant, the form will be sent to you in the spring.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of lead teacher Signature of lead teacher Date

I have reviewed and approved that this proposal enhances the current curriculum and the district's goals and mission.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of building principal Signature of building principal Date

If technology is part of your grant, you must have this form signed and reviewed by the Christian Palasty (Technology Director)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Christian Palasty Date

Applications must be typed and submitted to:

Michele Huisgen

Central Office

[Michele.huisgen@elps.us](mailto:Michele.huisgen@elps.us)

517-333-7439

**(Page D – Must be filled out for all grants in the spring)**



**FYI ONLY: THIS IS A COPY OF THE GRANT REPORT PAGE THAT IS DUE IN THE SPRING**

**FOR ALL GRANT RECIPIENTS**

April 15, 2025

Dear 2024 –2025 Grant Recipient:

Grant:

As a condition of receiving a grant from ELEF, recipients are required to complete a short questionnaire regarding the grant funds and its impact on your students.

Please return your completed typed form by **Friday, May 16, 2025** to Michele Huisgen via email. Also, please remember all grant funds must be spent and accounted for by **April 30, 2025.** These responses will be provided in future years to inform other staff members of grant possibilities, as well as be used to record grant usage on a yearly basis.

Recipient’s Name:

\*\* Responses are required

\*\*1. Give a brief synopsis of your grant project funded by ELEF.

\*\*2. How did this project enhance the education of your students this year?

\*\*3. When did you implement this project? Please list approximate beginning date (and

ending date, if applicable)

\*\*4. Approximately how many students have been impacted by the project? (If funding will support the project for multiple years, please approximate the number of years and number of students per year).

\*\*5. Will students in other classes or schools benefit from this project? If YES, please explain how.

\*\*6. Does the project impact multiple instructional areas, such as English and Mathematics, or Science and Social Studies? If YES, please provide details regarding the interrelationship.

\*\*7. In which ways have you recognized ELEF’s contribution publicly? Please provide examples of your acknowledgement of ELEF. These can include newsletters, performance programs; materials are stamped with the ELEF stamp/stickers, social media–be specific, include website links.

8. [Optional] Please share information to help us improve/enhance and/or revise the application process:

**This form needs to be returned to Michele Huisgen by Friday, May 16, 2025.**

**Grant Report Page (Due in the spring for all grants)**