



Teacher Mini-Grant Instructions

Background

Teacher Mini-Grants (TMGs) are offered by the Loudonville-Perrysville School Foundation (LPSF) to benefit students of the Loudonville-Perrysville School District. The maximum grant is \$1,000 and grants are to be used for materials, equipment, or other expenses related to a program or project not supported by the school budget.

By applying for a TMG, the applicant agrees to follow all rules listed in these Teacher Mini-Grant Instructions, the Teacher Mini-Grant Application, and the Teacher Mini-Grant Follow-Up Report.

Application Submission

The deadline for submitting applications is April 15. All applications must be typed and emailed in a SINGLE PDF to support@lpschoolfoundation.org. Incomplete applications and applications not received by the deadline will not be considered. Supplemental information may be included to further explain the grant request. The applicant affirms that their building principal has reviewed and approved the submission of this application. LPSF will confirm receipt of all applications via email.

Grant Awards

Grant applications will be judged based on their ability to make a meaningful impact in the educational process. Awards will be announced, and funding will be approved on or before May 31. Applications are reviewed by the LPSF Trustees, and their decisions are final.

Follow-Up Reporting

The grant recipient agrees to provide, by April 1 of the year following receipt of TMG funds, a follow-up report describing the results of the program or project, and accounting for the expenditures of all TMG funds. Permission is given to LPSF to use the follow-up report, including any photographs, to publicize this program. Follow-up reports should be submitted in the same manner as applications, except that any photographs should be emailed as separate files.

Other Terms and Conditions

The recipient agrees to fully expend their TMG funds in the following school year, for only the purposes listed in the application. Recipients should use the district purchasing policies (submitting a PO request, etc.) to initiate and effect purchases or activities. Approved funding requests will only be paid to the school treasurer in response to a billing statement from the treasurer's office. FUNDS WILL NOT BE GIVEN DIRECTLY TO THE STAFF MEMBER. Any remaining amounts of less than \$50 may be expended by the recipient for other direct educational items not listed in the application. Unless an exception is approved by LPSF, any funds remaining after that time will be allocated by LPSF for use by the appropriate Building Principal and LPSF will notify the L-P School Treasurer, the L-P School Superintendent, and the appropriate Building Principal that these funds have been allocated to them. LPSF will provide a check for monies allocated to the building principal(s) by LPSF no later than the last day of the calendar year.