



## **Lawrence Schools Foundation SCHOOL ASSISTANCE GRANTS**

### **Purpose of the program**

The School Assistance Grants is a program established by the Lawrence Schools Foundation to provide funding for defined areas of use in the Lawrence Public Schools for needs that are not being met with state or federal monies. All schools in the district are encouraged to apply for funds currently available and selections will be based on equity and merit as determined by a review committee.

### **Grant amounts and Funding Priorities**

Building administrators are encouraged to apply for a grant to fund a purchase, project or program for which other funds are not available. The Foundation awards these grants annually based on available funding for the School Assistance Grant program. Maximum award per grant is up to \$3,000. Grant requests may be funded in full or in part. In some cases, the Foundation may encourage applicants to seek matching or supplemental funding. All grants are subject to the final approval of the Foundation Board of Trustees and the superintendent.

### **Eligibility**

All Lawrence Public Schools building administrators are eligible to apply on behalf of their school. Schools are ***limited to one application per school.***

### **Restrictions and Requirements:**

- Grants may not be used to pursue degrees or to pay salaries to applicants, staff or substitutes.
- Projects that requests for grant funds to purchase classroom materials and equipment must be justified as essential to the project.
- The use of grant funds for purchasing prepaid store cards—i.e. retail/grocery stores, Amazon, I-Tunes, convenience stores, gas cards, etc. is not allowed under federal regulations. Because prepaid cards are considered “cash equivalents” their use cannot be controlled and their purchase does not meet the necessary and reasonable standard required.
- Grants are to be used only for a purchase, project or program that is to be used or implemented in the 2025-2026 school year.
- Grants not used by the end of the school year, will be returned to the Foundation, unless otherwise authorized

### **Review Committee**

The Foundation Board of Trustees will have final approval of grants to be awarded.

### **Timeline and Deadline for Submission of Grant Applications**

The deadline to apply for Foundation grants will be on February 1 and September 1 by 5:00 PM to Jamie Sinclair, Grants & Scholarship Manager, Lawrence Schools Foundation, 110 McDonald Drive, Lawrence, KS 66044 or via email at: [jsinclair@usd497.org](mailto:jsinclair@usd497.org)



## SCHOOL ASSISTANCE GRANTS

- I. Please use this cover sheet as the first page of your application. No cover letters, please. Application must be submitted by **5 p.m. on September 1 or February 1** to:  
Jamie Sinclair, Grants & Scholarship Manager, Lawrence Schools Foundation, 110 McDonald Drive, Lawrence, KS 66044 or via email at: [jsinclair@usd497.org](mailto:jsinclair@usd497.org)

**Name and Position of applicants(s):** \_\_\_\_\_

**School or Building:** \_\_\_\_\_

**Grade Level(s) served:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

Have you applied for a Lawrence Schools Foundation Grant before? \_\_\_\_\_ If so, when: \_\_\_\_\_

What type of grant did you apply for? \_\_\_\_\_

**IT Department Approval /Endorsement:** \_\_\_\_\_

**School Administrator's Endorsement:** \_\_\_\_\_

**District Administrator's Endorsement:** \_\_\_\_\_

**District Administrator** to answer the following:

1. How does the district plan to support and sustain this program/project in the future if funded?

2. Explain how the project could continue once the grant funds have been expended.

***Print this page for the administrator's signature and mail to the Lawrence Schools Foundation. (The school & district administrators signature verifies that the administrator supports the proposal and, if awarded, the implementation of the project or program in the school and/or district. If this is a request for technology, the applicant and/or administrator(s) are responsible for getting IT's approval before the proposal is submitted.***

II. Please feel free to use attachments to answer the following questions. Please limit your total response to two (2) pages, excluding the cover sheet, using 12-point font
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A. Project Description and Need

Clearly describe the proposed purchase, project or program, and identify which students will be involved or will benefit.

B. Student Achievement

Explain how this project will enrich the education of your students.

C. Funding Resources & Budget

Explain the availability/unavailability of other funding resources for this project. Have you consulted with your school principal or district to verify other potential funding resources prior to applying for this grant? Explain

Include an itemized listing of expenditures, including total expected cost using the form provided: