

Gifted Education Advisory Council (GEAC) Grant Program Guidelines 2017-18

Purpose of Grants

The purpose of the GEAC Grant Program is to enhance the learning experience for LWSD Quest and Highly Capable students, above and beyond the standard LWSD curriculum.

- **Grant applications are accepted throughout the school year *until May 1st***, although some applications may be considered beyond that date (e.g., release time to attend national contests held in June).
- Submit a Grant Application, including any supporting pages, in one of two ways: 1) ***PREFERABLE***: scan or attach the documents and email to grants@lwsdgeac.org; or 2) send via intra-district mail to the GEAC/Quest office and ***then email GEAC*** at grants@lwsdgeac.org to let us know a grant has been submitted.
- Within two weeks of the receipt of your email – or within two weeks of picking up the hardcopies, whichever comes first – applicants will be notified by email whether the application has been accepted or denied.
- All documentation of expenses (and any unspent grant funds) must be turned in to the GEAC/Quest Office or scanned/emailed to GEAC by ***Friday, May 11, 2018***.

Grant Specifics

- A single grant application may pertain to an individual classroom, a specific grade level, or an entire Quest program location.
- Anyone (parents, other staff, etc.) may assist a teacher in preparing a grant application.
- School principals must approve all applications before submission.
- A separate grant application must be completed for each grant request. If a teacher submits more than one grant application, **the applications must be ranked in order of priority**.
- There is no maximum funding request; teachers may even “pool” funds to purchase higher cost items. GEAC is required to inform the LWSD School Board of any single grant over \$1000.
- Grant funds shall be used only as specified in the grant application, with purchases made by the date specified on the application. Proof of expenditures is required, with official receipts to be provided back to GEAC. Any unspent grant funds must be returned to GEAC along with the expense receipts.
- Approved funds will be disbursed directly to the requesting teacher, in the form of a check made out to the teacher. It is the responsibility of the teacher to make payments to the vendor(s).
- Items purchased with GEAC funds become the property of the LWSD Quest or Highly Capable Program. Teachers will be asked to attach GEAC stickers (to be provided) to any reusable materials purchased with GEAC grants.
- Recognition of GEAC funding for the classroom is encouraged in communication with student families (classroom newsletter, etc.)

Selection Criteria

While grant requests are not limited to the following, please note that preference will be given to requests that incorporate one or more of the following:

- Provides students with the opportunity to learn and/or experience beyond the standard LWSD curriculum.
- Provides for student choice and/or opportunity to pursue individual student interests.
- Provides materials that can be used for many classrooms and/or over many years OR provides an engaging experience particularly relevant to current topics of study or student interest.
- Provides professional development related to the intellectual, social, and/or emotional development of highly capable students.
- Overall consideration will also be given to distributing resources across as many grade levels and Quest locations as possible.
- ***Teachers who have not submitted expense documentation for previously awarded GEAC grants will not be eligible for new grant awards until expense documentation is up-to-date.***

Funding Restrictions

- *Non-instructional* consumables are not allowed (food, awards, incentives, etc.).
- Book purchases of over 4 copies per title must follow guidelines of the Instructional Materials Committee (IMC).
- Software and technology purchases may require IMC approval. It is the responsibility of the applicant to check with the LWSD Technology Department resource guidelines and/or your school's Instructional Tech Specialist. Ultimately, some technology purchases are better achieved through the school's general technology points.
- Grant requests for substitute teacher coverage during field trips, professional development, etc. are allowed; however, it is the responsibility of the requesting teacher to have release time approved.
- Workshop and/or conference registrations may receive grant funding, but hotel, food, and travel expenses would not.
- Tuition for classes may receive grant funding but should meet qualifying education expenses per IRS regulations.
- Materials for personal use or purchases for gifts/donations are not allowed under state law.