

Grant Selection Process

Grant season opens in January and closes in March. We had to postpone the 2020 and 2021 grant seasons due to the pandemic and this year, our application window closed May 2, 2022 to give all of us more time to get reacquainted.

In normal circumstances, prior to each grant season, the Foundation's Executive Board meets with Superintendent, Dr. Melissa Burak, school district administrators, and each building principal to develop grant focus areas, such as the funding of special projects, programs and lecturers, equipment, improved facilities, essential technology and STEAM initiatives. We attend staff and/or PTA meetings at all of the seven schools to explain the process and answer any questions that might arise. As part of the application process, the Excellence in Education Foundation requires each grant to be signed off by the applicant's building principal, as well as Assistant Superintendents or department heads for grants that impact specific facilities in the District.

Our Grants Committee takes time to read and assess all applications and we usually contact the applicant directly to ask more about an application and then the committee meets to evaluate the merits of each individual proposal. You do not have to be an excellent grant writer to complete an application. You just have to have a good reason for wanting what you are asking for and show us how it will make the student's experience a better one.

The Committee reviews the requests using criteria such as number of students served, ties to curriculum, creativity of the project, budget and impact on the school and students served. We also assess whether partial funding is an option, or whether support from other community organizations is a possibility. We will also often ask if you can reduce the quantity of the items you are requesting and whether reducing the quantity will still make the impact you seek. We enlist Dr. Lynch's help as well to make sure what you are asking for is compatible with Lynbrook's existing resources (we wouldn't want to buy something that can't be used) and we ask him to see if there is better pricing than in the stores (and he almost always returns with a yes – we love school district discounts)! After thorough evaluation and prioritization, the Grants Committee makes its recommendations to the entire Excellence in Education Foundation Board of Directors for a vote on funding decisions.

Applicants are notified before the June Board of Education meeting where we ask the Board of Education to accept our donation to the school district. We then turn over the funds to Dr. Lynch who helps to order the items requested or pay for the resources granted. Once the grants are awarded and we turn over the check to Dr. Lynch, fundraising for the next year commences again. No school is entitled to more than another and joint building projects are often funded faster than requests for something that will not be sustainable year to year without another grant. Targeted donations are welcome and if someone wants to donate funds specifically for a certain project, they may do so, as long as the donation is \$1,000 or more. Good luck, grant applicants!

Grant Application

The 2022 grant application is now available.

[Click here for the 2022 Excellence in Education Foundation grant application.](#)

[Click here for the grant application cover sheet which must be submitted with your application.](#)

**All applications must be submitted to the grant committee by
May 2, 2022 by email: grants@lynbrookef.org**

Please be as specific as possible.

1. Project Title

2. What is the overall objective of the project?

3. How will the project enhance the curriculum and benefit the student learning experience?

Describe the learning outcome you expect students to achieve.

4. Whom and how many will the project serve?

5. How could this project be sustained?

6. What is the estimated timing of the project?

7. Please include a DETAILED budget of the project (costs of materials, shipping, transportation, administrative services, long-term and/or maintenance costs).

8. Is your project already in existence in Lynbrook?

9. If we are unable to provide all of the funding requested, are you interested in a grant to cover part of the funds needed? Yes or No

9a. I am seeking funding from additional organizations (please list).

Please note: The Excellence in Education Foundation is willing to partner with other organizations.

9b. If yes, outline how you could alter the project to implement with partial funding.

10. Please describe your expertise in this area and any other relevant information.