Tiger Legacy Foundation Grant Application Information Sheet

The Tiger Legacy Foundation (TLF) provides grants to Lewis & Clark High School in two primary areas:

1. **Innovative Educational Projects:** Successful schools are constantly seeking ways to make learning more effective and engaging. The Foundation wishes to support innovative teaching methods and/or projects that enhance or expand student learning opportunities.
2. **Building Community Projects:** High school can be a time for building long-lasting relationships and engaging in wider community activities. The Foundation wishes to support programs or projects that create spaces of inclusion and support within the school, and/or projects that positively connect to and impact the wider community.

The online application process is for grant requests exceeding $250. All grant awards are determined by the Tiger Legacy Foundation Board and are dependent on available resources.

The criteria used in the grant determination process may include, but are not limited to, the:

- Creative and innovative quality of the project or program.
- Goals and measurable outcomes of the proposed project or program.
- Number of students engaged in or impacted by the project or program.
- Potential impact on student learning and/or well-being.
- Amount and feasibility of the program or project budget.
- Completion of prior grant evaluation(s) (if applicable).

At the conclusion of the grant, it is expected that the grant applicant will provide the Foundation with a written evaluation of the project. Throughout the period of the grant, pictures and short video updates are expected to be provided to allow the Foundation to communicate with our stakeholders about the project and how it is impacting students.

APPLICATION FORM INSTRUCTIONS

Summary: Write a brief two to three sentence description of the project. Note: The Foundation reserves the right to edit this summary as needed for information and dissemination purposes.

Purpose and details of the project: Describe the purpose of the project and identify the specific objectives to be accomplished. - Briefly describe details of the project including how the project will be implemented, proposed activities and tasks. It is important to include a clear description of the innovative or creative component of this project and how the students will be engaged.

Evaluation/Impact: - Describe how you will determine success of your project, such as through changes/benefits in skill, behavior, attitude, condition, status or awareness that participants experience because of program activities. - Identify what methods of evaluation will be used (if applicable). Student feedback is strongly encouraged.

Timeline: - List specific steps and the expected dates to mark your progress (include start and completion dates). Include time for review of books, curriculum, or software if necessary. Evaluations are due within 30 days of the end of the project, or on an annual basis if the proposal extends over more than one year.

Key Personnel: -List key personnel involved in the implementation of this grant: Name(s), Faculty/Staff Position(s), Role on Project (please be specific), etc. Note: All grants must have a faculty or staff member as the primary person responsible for the administration of the grant.

Project Budget: -A pro-forma budget is suggested for single item requests of less than $1,000, but mandatory for any grant request greater than $1,000 and/or with an implementation timeline greater than three months. Please include budget information for all items needed for the project, including but not limited to materials, supplies, equipment, entry fees, professional/consulting services, transportation, facilities expenses, etc. (You may include a budget spreadsheet format with this application.)

Facilities: Will this project require any support from SPS Facilities or Maintenance? If **Yes,** please explain.

Administrative Review: Before approval, all Tiger Legacy Foundation grant requests must be reviewed by a school administrator to confirm that it does not conflict with Spokane School District and Lewis & Clark High School policies, and, if approved, would be an appropriate use of funds by the school?

Appropriate use of grant funds: - It is expressly understood and agreed that if grant funds are misused by the applicant, the Foundation shall have the right to complete recovery of all such funds. Applicant agrees that all grant funds shall be used only for the purposes for which the grant was initially made.