



LA VERNIA EDUCATION FOUNDATION GRANT GUIDELINES AND APPLICATION

Purpose

The grant process is designed to encourage, facilitate, recognize, and award innovative and creative instructional approaches to support higher levels of student learning. The La Vernia Education Foundation (LVEF) is offering funding for selected grants that enhance academic performance while supporting the objectives, goals, and initiatives of the Campus Action Plan.

Who Can Apply?

Any individual, group/team, or department of La Vernia ISD involved in the instruction of students or related support services benefiting students academically.

What Can I Ask For?

Instructional and classroom materials and student achievement support resources. Grants should address a new project as opposed to one already accomplished or currently underway. Grants may fund a new program or revamp an existing one to enhance its success.

What Is Not Allowed?

Items available from district resources (i.e. classroom furniture), recurring items like annual dues/fees/additional supplies from previously written grants, travel expenses, and taxes (please do not include sales tax in project budget). We will no longer be able to approve grants from Teachers Pay Teachers per district guidelines.

Flex seating is not considered furniture and can still be requested.

How Much Can I Ask For?

Individuals: Up to \$2,000

Group/Department: No Limit

- Please note there is **NO** guarantee of funding.
- Funding may be based upon funds eligibility
- Small grants are just as likely to be awarded as large grants
- Partial funding may be considered and awarded during selection process.

How to Apply?

1. Verify with Campus Administration that funding is NOT available through the district for proposed grant item OR that resources have not been previously ordered or funds are already allocated.
2. Print the Grant Application and Budget Sheet (included below) and fill in both with applicable information pertaining to grant project. Please note this should be the only page that has any identifying personal information about the grant writer (i.e. name and email)
3. Write a detailed project description in 1-2 pages including: **Statement of Need**, **Description of Proposed Project/Activity**, **Objectives** (state measurable objectives in terms of student behavior or performance), **Evaluation** (relates to stated objectives and documents measurable indicators of success), **Sustainability** (detailed reoccurring costs), and any **Additional Information** pertaining to your grant project.
4. Fill in budget sheet with total expenses for grant project and in 1 page or less describe: **detailed costs of grant project including shipping/delivery fees, your plan for reoccurring expenses or sustainability of project overtime, and please include a grand total that does not include annual dues, fees, travel expenses or taxes.**
5. Grant approvals apply to the specific items listed in the application, not solely to the total awarded amount, and these approvals cannot be modified. When placing orders, teachers must purchase only the items that were approved and should not substitute alternative items, even if the total cost remains within the approved budget.

6. Please include any supporting documentation in your grant packet including pictures or visuals of grant project. (Please do not exceed 5 pages of supporting documentation.)

7. Have your campus administrator sign off on your grant then submit the completed application in a **sealed** envelope by **September 17, 2026** to the LVISD central office by close of business day. LVEF is not responsible for lost or late applications. Applications will not be accepted after the deadline.

How are Grants Reviewed?

All grants are first reviewed and approved by the LVISD leadership team. Once approved the grant submissions are then redacted to remove personal information for anonymity purposes then given to a committee comprised of 7 to 11 members for evaluation and selection. The anonymous committee consists of LVEF board members, curriculum and instruction administrators, and parent representatives selected by the LVEF Vice President of Programs.

What are Grant Recipient Responsibilities Once Awarded?

1. Use the awards for the purposes intended and complete implantation of grant project by the end of the academic year.
2. Upon implementation submit an update to lveducationfoundation@gmail.com that includes approved videos, photos, and/or a final report that will be shared with donors on social media, in print, etc.
3. Upon approval, the campus secretary must be provided with the exact list of items to be ordered. The itemized list submitted to and approved by the committee must match the list given to the campus secretary to ensure accurate and consistent ordering.

Pre- Submission Grant Checklist

Cover Page: Filled out Application that includes grant writer names (limit 4), shirt size, grant title, total amount requested, campus, indicate individual or group grant, number of students impacted, and campus administrator signature. (Also please make sure this is the **only** page that has grant writer names or identifying information)

Description of Proposed Grant: No more than 1-2 typed pages that include: detailed description of project, statement of need and objectives, number of students impacted, evaluation of stated objectives to include measurable indicators of success, sustainability of project over time, and any additional information you would like the committee to know about your project.

(These pages should give the committee a simple and straight forward idea of what you are trying to implement in your department or classroom, why you need it, any indicators of how it will be successful in your classroom or department, and how it will be sustained or reoccurring over time.)

Budget: Please print and fill out **budget sheet** with itemized items and total costs for project.

In **one typed page or less** describe detailed costs including shipping fees and a grand total that does not include taxes. This information should not include any annual dues, travel expenses, or recurring expenses. Should give committee detailed look at project expenses.

Supporting Documentation: Please provide **no more than 5 pages** of supported documentation that will give the committee a clear visual of the grant item and how it will be implemented in the classroom or on campus. This information can include pictures of the item, qualitative or quantitative evidence, invoices, letters of support, and any additional documentation that pertains to the grant item requested.

***Please submit all grant documents in a sealed envelope to the LVISD Central Office by September 11, 2025, by the end of the business day**



La Vernia Education Foundation Grant Application

Project Title: _____

Total Funding Requested: _____

Applicant(s) (Note: Each application is limited to 4 applicants)

Table with 4 columns: Name, Email, @lvisd.org, T-Shirt Size. Contains 4 rows of input fields.

Impact (Check all that apply)

Form with checkboxes for Primary, Intermediate, Junior High, High School, Other. Includes fields for Grades, Subject Area(s), Number of Students, Implementation Date, and Target Audience (Students/Teachers).

History

Form with questions: 'Has this funding been requested elsewhere?' and 'Have you attended our Party with a Purpose?' with Yes/No checkboxes and an explanation box.

Required Signature/Approval

Supervisor _____ Date _____



Grant Application Budget

Budget

BUDGET ITEMS (please list)		VENDOR	AMOUNT
SUPPLIES			
EQUIPMENT			
CONTRACT SERVICES (list consultants)			
OTHER			
		SUSTAINABILITY Annual/Recurring costs (if applicable)	
		Total:	