



## Lake Central Education Foundation

### SEED GRANT REQUEST



Over the past twenty-nine years, the Lake Central Education Foundation has awarded 686 grants for a total of \$377,910.81. We are now seeking SEED GRANT proposals for larger and innovative initiatives for educational opportunities. Grant requests up to \$5,000.00 will be considered. Seed Grant applications are available November 3, 2025. Applications are due March 30, 2026. Seed Grants applicants will be reviewed and finalists will be invited to give a 10–15-minute presentation at the Lake Central Foundation Board Meeting. Specifics of the date at time of presentations are arranged through communication with Melody Wolff. To review past successful Seed Grants and helpful tutorials go to [www.lakecentralef.org/grants/grant-central](http://www.lakecentralef.org/grants/grant-central). If you have any questions, contact Melody Wolff at [mwolff@lcscmail.com](mailto:mwolff@lcscmail.com).

#### Criteria Used for Judging Proposals:

- All proposals must be **justified** as enhancing the learning environment and experience of the students.
- Proposals must highlight the **new or experimental** nature of the project.
- Proposals that demonstrate **positive impact on the school community** and show true **innovation** are given top consideration.
- The project must demonstrate **thorough planning**. The activities and budget must **be specific** and well thought out.
- **Cost-effectiveness** is critical. The grant committee judges the proposal on the total amount requested, as well as the cost per student.
- Proposals should be no more than a **two-page PDF document** responding to the grant requirements stated on the following page. **Only complete proposals will be considered.**

#### Other Aspects to Consider:

- Applicants may only submit one Seed Grant application per school year.
- Applicants must be current staff. Also, applicants can be students, residents, or businesspersons who reside within the Lake Central School Corporation (LCSC) boundaries and are collaborating with a current staff member.
- Technology hardware and software are supplied by the corporation. A grant application's first step for obtaining technology tools is to check with their building principal who will review the requested item(s) with the respective education director at LCSC central office to confirm if there are plans for purchasing such items. Secondly, if there is a new innovative tool that can enhance learning a person may apply for a grant. Thirdly, the requested technology **MUST ALSO BE REVIEWED** by Rick Moreno, Director of Technology, [rmoreno@lcscmail.com](mailto:rmoreno@lcscmail.com). If he approves, an email of endorsement **MUST ACCOMPANY** your grant application. (This email endorsement would be in addition to your two-page PDF grant proposal.)
- Due to increased scrutiny by the state of ELA novels and curriculum resources, any books submitted as part of a grant application need to be reviewed by the LCSC Central Office Directors of Education **BEFORE SUBMITTING THE GRANT**. Contacts for this purpose are Directors, Dr. Yolanda Bracey, Primary, or Misty Scheuneman, Secondary.
- Projects involving college credit, salaries, incentives, stipends, travel, registration fees, or meals are not funded.
- During your project, you will have two options to account for grant funds and transparency. The first option would be to take pictures or a video, and the second option would be to write a summary. This allows us the opportunity to share your success with others through various media sources.
- Send your completed grant application as a **PDF document** via e-mail to [lakecentralef@lcscmail.com](mailto:lakecentralef@lcscmail.com).
- If requested, a short presentation about the Seed Grant and its impact on Lake Central students.



**Lake Central Education Foundation**  
**SEED GRANT REQUEST**  
**Presentation Outline**



**PART I**

Step 1: Title:

Step 2: Applicant(s):

Step 3: School(s): If technology or books are requested, please refer to the third or fourth bullet point under Other Aspects to Consider on page 1.

Step 4: Grade Level(s) and or Subject Area(s):

Step 5: Number of Students Participating:

**Part II**

Step 6: Purpose:

Step 7: What activities will the students complete (be specific)?

Step 8: When will the project take place?

Step 9: How long will your project last?

Step 10: Provide a short concise summary, 1 or 2 sentences, of why your grant would enhance and how it is innovative. This summary will be read at the Lake Central Board Meeting.

**Part III**

Step 11: Amount Requested:

Step 12: Detailed Budget:

The budget must list specific items you will purchase. Do not include tax. Remember to include shipping charges. All budget items must be relevant and crucial to the success of the project. Cost-effectiveness is essential. If you are receiving additional funding for this project from additional sources, please indicate that.

Step 13: Can you use this project in the future without additional cost?

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As you complete your grant proposal, use this simple table to check off each step to ensure your grant is complete. The grant proposal is evaluated on the quality of Steps 1-13.

Your dedication to go “above-and-beyond” is noteworthy!

| step<br>1 | step<br>2 | step<br>3 | step<br>4 | step<br>5 | step<br>6 | step<br>7 | step<br>8 | step<br>9 | step<br>10 | step<br>11 | step<br>12 | step<br>13 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|
|           |           |           |           |           |           |           |           |           |            |            |            |            |

Submit your completed grant application **AS A PDF DOCUMENT** at [lakecentralef@lcscmail.com](mailto:lakecentralef@lcscmail.com)

Notification of awards will occur on



# Lake Central Education Foundation

## Grant Proposal Rubric

### Components



|   |   |  |
|---|---|--|
| <p>Title _____</p> <p>Applicant's name _____</p> <p>Applicant has only applied for one grant this round. _____</p> <p>School _____</p> <p>Grade level and/or subject area _____</p> <p>Number of students _____</p> <p>If technology is requested, an approval letter from Rick Moreno is attached. _____</p> | <p>Purpose _____</p> <p>Student activities _____</p> <p>Impact on students _____</p> <p>Timeline _____</p> <p>Duration _____</p> <p>Future use _____</p> <p>Summary _____</p> <p>Detailed Budget _____</p> <p>If books are requested, an approval letter from Dr. Yolanda Bracey or Misty Scheuneman is attached. _____</p> | <p>Applicant is a current staff, student, or residence or businessperson and currently resides within LC boundaries. _____</p> <p>Project does not involve college credit, salaries, incentives, stipends, food, or travel.</p> <p><b>Incomplete grant proposals will be disqualified.</b></p> |
|---|---|--|

### Criteria

|   |   |
|---|---|
| <b>Student Activity</b>                       | <p>Project can be justified as enhancing the learning environment and experience of students.</p> <p><i>Answers the question: Does the project enhance students' environment or learning experience?</i></p>  |
| <b>Alignment of Materials &amp; Equipment</b> | <p>All materials and equipment support student activities.</p> <p><i>Answers the question: Do the materials support student learning in an exceptional way?</i></p>   |
| <b>Activities</b>                             | <p>Activities are well-thought-out and specified.</p> <p><i>Answers the question: Is a clear plan presented concerning the activities in which students are to engage?</i></p>  |
| <b>Budget</b>                                 | <p>Budget is clearly articulated, itemized, addresses supply sources, and is accurate.</p> <p><i>Answers the question: Does the budget include information about supply sources, the exact cost of items, and provide accurate calculations?</i></p>                        |
| <b>Cost Effectiveness</b>                     | <p>Cost per student is considered.</p> <p><i>Answers the question: Does this grant allow the awarded funds to benefit many students?</i></p>  |
| <b>Impact</b>                                 | <p>Project has a major positive impact on the school community.</p> <p><i>Answers the question: Does this grant involve many students/stakeholders to make a positive/significant impact?</i></p>   |
| <b>Innovation</b>                             | <p>Project provides something new or different.</p> <p><i>Answers the questions: Is the project innovative? Does it offer students a new way of doing something? Does it offer revolutionary thinking or imaginative thinking or help them to design a new product?</i></p> |

**SEED GRANT TIMELINE**

November 3, 2025 – Seed Grant applications will be available at [lakecentralef@lcscmail.com](mailto:lakecentralef@lcscmail.com). The Seed Grant application will be sent out by Kathy Pederson to all staff. Principals also will inform their staff.

March 30, 2026 – Submission of completed grant applications are due to [lakecentralef@lcscmail.com](mailto:lakecentralef@lcscmail.com).

April 9, 2026 - The applicant will be informed if they are to give a presentation to the LCEF Board on April 13.

April 13, 2026 - Seed Grant applicant will present their presentation to the LCEF Board. After the presentations, the LCEF Board will reach a decision of the recipient of the Seed Grant.

April 15, 2026 – Applicants will be informed if they received a grant or not.

April 15, 2026 – LCEF Seed Grant Recipient is invited to the Lake Central School Board Meeting, with the date pending, to receive their check.