

# Grant Application Information Packet





# Los Lunas Partners in Education Information Packet

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# Los Lunas Partners in Education Information Packet

Thank you for your interest in apply for a Los Lunas Partners in Education Grant. Los Lunas PIE is comprised of local businesses and community members who have a shared interest in advancing education in Los Lunas. PIE extends its sincere appreciation to all of our volunteer members for their contributions and support. It is only through their membership and participating in PIE that we are able to support the educators of Los Lunas Schools in providing outstanding educational experiences for our youth.

In this packet you will find information about the application processes as well as sample forms. A tool you may find helpful in the process flowchart on page 6, which further explains the steps involved in applying for and receiving a PIE grant.

## **Frequently Asked Questions**

### **Who can apply?**

Any school professional employed with Los Lunas Schools may apply for ONE grant per school year. Special restrictions apply to Apple PIE grants (see the following sections).

### **What types of projects are funded by PIE:**

PIE has awarded grants to educations working in a variety of fields. Applicants must ensure that their projects address one or more of the following subject areas:

- Bilingual Education – projects that promote bilingualism.
- Career Development – entrepreneurial projects.
- Character counts-projects that promote positive behavior in our school and community.
- Conflict Resolution/Peer Mediation – projects that promote non-violent solutions to conflict.
- Early Childhood Health and Fitness – projects focused on nutrition, personal hygiene, physical safety, mental health, and non-competitive physical education.
- English Language Learners (ELL).
- Fine Arts - projects that incorporate music, drama, dance, visual arts, and literary arts.
- Incentive Programs – should be directly tied to Academic Programs.
- Literacy – projects that center around reading, writing, publishing student work, and developing public speaking skills.
- Local and Regional History and Culture - projects that promote the study and of preservation of local architecture, historical landmarks, and personal histories.
- Science and Math - projects dealing with innovative methods to provide science and math instruction.
- Special Education – projects that provide programs or equipment for students with special needs.
- Telecommunications/Technology – projects that give students the opportunity to better understand and use technology.
- ***Transportation – in order to stay within our values and mission, it has been decided that PIE will no longer fund grants related to any and all transportation costs. This decision is effective immediately, October 26, 2016.***

### **What amount can be requested?**

PIE offers four tiers of funding. Each tier has its own criteria and funding amount.

- **Bite of PIE** – up to \$200.00  
Project must directly impact at least 1 student, with no limit as to how many students.
- **Slice of PIE** – up to \$650.00  
Project must directly impact 1 to 49 students.
- **Cherry PIE** – up to \$1,150.00  
Project must directly impact 50 or more students.
- **Apple PIE** – up to \$1,500.00  
A competitive grant in which the project must directly impact the entire student population of a school, be self-sustaining and have a plan to give back to PIE (membership donation, in-kind advertisement, PIE recognition in publications or announcements, etc); this is a **ONE TIME** grant; applicants receiving this level of funding may not reapply in subsequent years for the same project; special application deadlines apply (see the next section).

### **Where can PIE grant application be obtained?**

PIE grant applications can be obtained on our website, [www.loslunasnm.gov/PIE](http://www.loslunasnm.gov/PIE).

### **When are applications accepted?**

Applications must be submitted electronically via our website, [www.loslunasnm.gov/PIE](http://www.loslunasnm.gov/PIE) on or before the first Thursday of the month in order to be reviewed that same month.

**Please note: Apple PIE grants are reviewed only twice per school year. Grants requesting this level of funding must be submitted by the first Thursday in September for review that month, or the first Thursday in January for review that same month.**

### **How and when are grants approved?**

The PIE Board meets monthly (either the second or third Wednesday of each month – depending on Board member schedules. Check with Debra Sanchez, 352-7624 or [sanchezd@loslunasnm.gov](mailto:sanchezd@loslunasnm.gov), for dates/times). Applicants are expected to attend the PIE meeting to present and answer any questions about their projects. Applicants are notified via email. PIE Board members deliberate and vote to decide which grants to approve during the meeting. PIE meets to review grant applications during the months of August, September, October, November, December, January, February, March, and April. On occasion, the meeting schedule is subject to change due to unavoidable time constraints.

### **How is the funding received and spent?**

Once a grant is awarded, the funds will be deposited in Los Lunas Schools activity account in the name of the grant applicant. In order to spend the funds, the applicant and site secretary must follow the Los Lunas Schools pre-defined process for ordering using purchase orders. Site secretaries can obtain activity account numbers by calling Los Lunas Schools Business Office.

### **What needs to be done after the project ends?**

Each grant recipient must submit an **ACCOUNTABILITY FINAL REPORT WITH RECEIPTS** electronically via our website, to Debra Sanchez, [sanchezd@loslunasnm.gov](mailto:sanchezd@loslunasnm.gov), before the end of the school year in which the grant was awarded.

**Failure to submit an Accountability Final Report and submit receipts may affect future grant consideration for that school.** Unused funds totaling \$100.00 or more must be returned to PIE. Surplus funds totaling less than \$100.00 may be used by the recipient school for school site expenditures while following the Los Lunas Schools pre-defined process for ordering using purchase orders.

**What happens to materials and/or equipment purchased with PIE funds?**

Equipment and materials purchased with PIE funds become the sole property of the Los Lunas Schools, and may not be removed from the campus for which they were intended.

**Where do I go if I still have questions?**

If you still have questions, please contact **Debra Sanchez, Executive Director for Partners in Education**, via email at [sanchezd@loslunasnm.gov](mailto:sanchezd@loslunasnm.gov) or by phone 505/352-7624.



## **Grant Application Process**

- All school professionals may apply one time per school year for each of the three levels of the LL PIE Grants. Each type of grant has specific criteria and guidelines. The school professional will electronically submit an application to the Los Lunas Partners in Education, via our website, [www.loslunasnm.gov/PIE](http://www.loslunasnm.gov/PIE), before the grant application deadline. The LL PIE Board of Directors will review grant applications and vote whether to fund the project.

## **Grant Accountability**

- Each grant must have an accountability report submitted to the LL Partners in Education Office, c/o the Village of Los Lunas, on or before the last day of school in order to apply for any future grants. The report must have receipts of all expenses, and a detailed project report on how the students benefited from the project and the final outcome of the project (see Grant Accountability Report for more details). Any funds in excess of \$100.00 are to be returned to PIE. Funds under \$100.00 may be used at your school for students. Equipment purchased with LL PIE funds become property of the Los Lunas School District. If the project is not completed, all funds must be returned to LL PIE with an explanation. Grantees may be called upon to present their program at a professional development workshop by the District.

## **Grant Subject**

- **Bilingual Education** – projects that promote bilingualism.
- **Career Development** – entrepreneurial projects.
- **Character counts** - projects that promote positive behavior in our school and community.
- **Conflict Resolution/Peer Mediation** – projects that promote non-violent solutions to conflict.
- **Early Childhood Health and Fitness** – projects focused on nutrition, personal hygiene, physical safety, mental health, and non-competitive physical education.
- **Education Plan Student Success (EPSS)**.
- **English Language Learners (ELL)**.
- **Fine Arts** - projects that incorporate music, drama, dance, visual arts, and literary arts.
- **Incentive Programs** – should be directly tied to Academic Programs.
- **Literacy** – projects that center around reading, writing, publishing student work, and developing public speaking skills.
- **Local and Regional History and Culture** - projects that promote the study and of preservation of local architecture, historical landmarks, and personal histories.
- **Science and Math** - projects dealing with innovative methods to provide science and math instruction.
- **Special Education** – projects that provide programs or equipment for students with special needs.
- **Telecommunications/Technology** – projects that give students the opportunity to better understand and use technology.



## **GRANT LEVELS AND CRITERIA**

### **Apple PIE Grants**

A school Administrator designee may apply for a **one-time** Grant of \$1,500.00. The money must directly impact 100% of your school's student body and address one of the LL PIE subject categories. The one-time grant can only be used to help start or expand on existing academic initiatives. The initiative needs to be financially self-sustaining and give back to LL PIE, i.e. donations, in-kind advertisement, LL PIE contributors' recognition in programs and other public documentation.

Applications will only be review at the first LL PIE meeting of each semester (September and January of each school year). Applications must be received by the first Thursday of September and January to be considered. Only one Apple PIE Grant application per school for each semester will be reviewed by LL PIE.

One Apple PIE Grant will be awarded per semester for the school district for a total of two Apple PIE Grants awarded per academic year. **A School may only be awarded one Apple PIE Grant per academic year.** At the end of the year an accountability report must submitted to LL PIE. (*See Accountability Directions*).

### **Cherry PIE Grants**

All school professionals may apply for one grant per school year of up to \$1,150.00. The money must directly impact 50 or more students of the school student body and address one of the LL PIE subject categories. This is a once-a-year grant per school professional.

Grants will be reviewed and awarded during LL PIE monthly meetings. Applications must be received by the LL Partners in Education Office, c/o Debra Sanchez, [sanchezd@loslunasnm.gov](mailto:sanchezd@loslunasnm.gov), by the first Thursday of every month. All grantees will be asked to present their proposal to the LL PIE Board. You will be notified as to when and where you are scheduled to present. Incomplete applications will not be accepted. At the end of the year an accountability report must be submitted to LL PIE. (*See Accountability Directions*).

### **Slice of PIE Grants**

All school professional may apply for one grant per school year of up to \$650.00. The money must directly impact 1-49 students of the school's student body and address one of the LL PIE subject categories. This is a once-a-school-year grant per project.

Grants will be reviewed and awarded during LL PIE monthly meetings. Applications must be received by the LL Partners in Education Office, c/o Debra Sanchez, [sanchezd@loslunasnm.gov](mailto:sanchezd@loslunasnm.gov), by the first Thursday of every month. All grantees will be asked to present their proposal to the LL PIE Board. You will be notified as to when and where you are scheduled to present. Incomplete applications will not be accepted. At the end of the year an accountability report must be submitted to LL PIE. (*See Accountability Directions*).

### **Bite of PIE Grants**

All school professional may apply for one grant per school year of up to \$200.00. The money must address one of the LL PIE subject categories and be used for classroom projects or material for Thematic Units or Projects.

Grants will be reviewed and awarded during LL PIE monthly meetings. Applications must be received by the LL Partners in Education Office, c/o Debra Sanchez, [sanchezd@loslunasnm.gov](mailto:sanchezd@loslunasnm.gov), by the first Thursday of every month. All grantees will be asked to present their proposal to the LL PIE Board. You will be notified as to when and where you are scheduled to present. Incomplete applications will not be accepted. At the end of the year an accountability report must be submitted to LL PIE. (*See Accountability Directions*).