

# Berkshire Taconic Community Foundation

## Lenox Education Enrichment Foundation

### Grant Guidelines

The Lenox Education Enrichment Foundation (LEEF) is an endowed fund whose purpose is to enhance and enrich the educational experience of the students and teachers of the Lenox Public Schools. LEEF wants to ensure the highest level of achievement for the students and enhance their capacity to achieve excellence both in school and in the community.

LEEF is seeking proposals for grants from students, teachers, administrators, staff, parents, nonprofits and members of the community of the Lenox Public Schools for projects that will fulfill the purposes of LEEF.

#### **Eligibility**

Grants from LEEF will not replace public dollars for the school district. LEEF seeks primarily to help cover the direct costs of projects (not salaries). Priority will be given to proposals that rely on volunteer efforts and that show additional means of support.

Possible projects include, but are not limited to: independent study; new programs; extra-curricular activities; individual creative projects, in or outside the classroom; visiting speakers; artists in residence; professional development for teachers that will directly impact a broad number of individuals; scientific, athletic, or technical equipment; library resources; and field trips.

Grants awarded will generally range from \$100 to \$1,000 for the first several years as LEEF builds its endowment. Grantees may reapply for project funding bearing in mind that continued funding is not guaranteed and that no one project will be funded for more than three years.

A grant from the LEEF Fund shall not exceed 75 percent of the total cost of the project.

Applications will be reviewed by the LEEF Board, made up of community members, parents, teachers, students, the superintendent and the school community. Their recommendations will be referred to Berkshire Taconic's board of directors for final approval.

Berkshire Taconic does not support organizations that, in their constitution, by-laws, or practice, discriminate against a person or group on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation or religious belief.

**Berkshire Taconic Community Foundation**

271 Main Street, Suite 3, Great Barrington, MA 01230-1972

t: 800-969-2823      f: 413-528-8158      [info@berkshiretaconic.org](mailto:info@berkshiretaconic.org)

[www.berkshiretaconic.org](http://www.berkshiretaconic.org)

## Review Criteria

Applications will be reviewed using the following criteria:

**Excellence:** How worthy is the project or service? Is it the right time for the project? Does it involve qualified individuals/groups?

**Impact:** What is the potential impact of the project or service on the Lenox Public School community? Are other available resources being utilized in support of this project?

**Ability:** Can the applicant complete the project? Are there examples of previous projects?

## How to Apply

Complete the Grant Proposal Summary and attach a grant proposal that covers the following questions:

1. What you intend to accomplish with the project and how do you intend to accomplish it?
2. What outcome can the Lenox Public School community expect as a result of this project?
3. What type(s) of support have you received from Lenox Public Schools' faculty and administration?
4. Have other sources of support been considered?
5. Name and title of administration or faculty member(s) supporting the project (for applicants who are not faculty, staff or students of Lenox Public Schools) or acting as sponsor for the project (for applicants who are Lenox Public School students).
6. What is the timetable for completion of the project?
7. Give a brief description of how the project will improve or sustain educational excellence while supporting the mission and core values at the Lenox Public Schools.

Please also include:

- Itemized budget for the project.
- Additional sources of financial support for the project. If this is not a new project, please indicate how it has been funded in prior years and why support from this fund is needed.
- Any additional documentation you feel would help in evaluating the proposal.

For consideration for the first round of funding, completed proposals must be received by the Berkshire Taconic Community Foundation by 5 p.m., May 15.

## About the Fund

LEEF began in 2003 as an endowed fund of the Berkshire Taconic Community Foundation. For more information, or to make a contribution to LEEF contact Berkshire Taconic at 271 Main Street, Suite 3, Great Barrington, MA, 800-969-2823, [info@berkshiretaconic.org](mailto:info@berkshiretaconic.org) or visit our website at [www.berkshiretaconic.org](http://www.berkshiretaconic.org)

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## **Berkshire Taconic Community Foundation**

Berkshire Taconic Community Foundation is a nonprofit organization that cultivates philanthropy in ways that have a direct positive impact in Berkshire (MA), Columbia (NY), northeast Dutchess (NY) and northwest Litchfield (CT) counties.

Berkshire Taconic works with people of all ages and all walks of life who believe in the power of charitable giving. We distribute more than \$6 million annually, helping hundreds of nonprofits carry on their good work and thousands of donors achieve their philanthropic goals.

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# Lenox Education Enrichment Foundation Grant Proposal Summary

All applicants need to complete the Grant Proposal Summary. Completed proposals must be received at Berkshire Taconic Community Foundation by 5 p.m., **May 15**.

Applicant(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship of applicant(s) to Fund (e.g. student, teacher, parent, community member, etc.)  
\_\_\_\_\_

Title of Project: \_\_\_\_\_

Brief description of project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of students who will be impacted \_\_\_\_\_ Grade level(s) \_\_\_\_\_

**Budget Information:**

- a. Total cost of project: \_\_\_\_\_
- b. Amount requested from **LEEF**: \_\_\_\_\_
- c. Amount you expect to raise from other sources: \_\_\_\_\_

**If the applicant is not a teacher or school administrator, this application must be signed off by the superintendent, principal, a teacher or a member of the school administration below**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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