



## LIMESTONE LEARNING FOUNDATION

220 Portsmouth Avenue  
Kingston ON K7L 4X4  
(613) 544-6925, ext. 210

# GRANT APPLICATION General Information & Helpful Hints

**This is for your information only, do NOT include it with your Application Form.**

The Limestone Learning Foundation has two granting periods annually - deadlines for application submission are usually February and October. Actual dates are broadcast approximately 6 weeks prior to the deadline. Applications should be forwarded to the LLF Office at the LDSB Board Office by the deadline (3 copies of the completed Application are required).

All Applications are then scrutinized by Grant Review Teams (membership includes active or retired educators along with Parent Council and Community representatives) and, based on the merit of the project, benefit to students, clarity and completeness of the Application, creativity and innovation of the project, etc., the projects are then rated as Recommended for Funding, Recommended for Consideration, Not Recommended at this Time. These recommendations are then presented to the full LLF Board for final determination as to which projects are funded and to what degree.

Successful applicants are notified immediately and invited to the LLF Grants Presentation Event held shortly after the approvals. Applicants whose projects were not successful will all be notified. In some cases, a simple adjustment and re-submission is all that is necessary for a successful outcome. In other cases, the request may be for something the LLF does not fund. Some guidance in this area can be found in the Criteria for Support Checklist in this package. If you still have questions, please contact: Leslie Myles, Managing Director, LLF at 613-544-6925 ext. 210 or e-mail [mylesl@limestone.on.ca](mailto:mylesl@limestone.on.ca).

### Hints:

*\*Attention to the Ontario curriculum is paramount\*.*

- BE CLEAR and CONCISE - Review Teams have noted that applications that are brief, to the point, and CLEAR generally make the most compelling case and are easiest to recommend for funding.
- BE CREATIVE - Projects that are unique, creative, innovative, exciting, fun, or interesting are the ones that capture the reviewers' imagination. Yes, some projects naturally lend themselves to this aspect more easily than others. Don't let your project be dull or ordinary - it makes a difference.
- Project ideas need to have an EMPHASIS ON MENTORSHIP, SUSTAINABILITY AND "PAY IT FORWARD" (Mentorship: older students mentoring younger students; community members mentoring students. Sustainability: creative ways to ensure the project has long-term results. Pay It Forward: building on ideas that can expand and grow into new learning possibilities.)

- Reviewers are also looking for the project to be an ENHANCEMENT to the learning experience...something above and beyond the everyday - something that an outside observer would not expect to see. Above all, the project must actually engage the students in doing something, not just being “taught at”. More the students are doing, the better.
- DETAILED BUDGETS are important - it must be clear as to how much your project will cost, how much you are requesting from LLF, and an itemized listing of where the money will be spent. Ensure that it is absolutely clear as to where the LLF portion will be spent.
- All requests for equipment must be PROJECT-LINKED. Example - a simple request to fund a DVD recorder would not be approved. But, if the DVD recorder purchase was part of a creative project involving video-editing, computer animation, or digital music production, it would be more seriously considered.
- LLF does not normally fund projects that appear to be simply augmenting class texts or school library resources. Levelled reading materials may be considered but must be in support of an enhanced literacy project like book in a bag or parent-assisted programs.
- LLF does not normally fund computers. Exception - if a specific configuration (not routinely supplied by ITS Services) is needed to support a creative project, this will be considered.
- In addition to literacy-based projects, LLF encourages applications for numeracy, technology, creative arts, and innovative practices projects as well.
  
- PLEASE NOTE: LLF has limited financial resources.



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## GRANT APPLICATION Criteria for Foundation Support

Please **check** the following information carefully against your Grant Application.

***This checklist must accompany your application as the cover page.***

### **Does your project:**

- Enhance existing educational opportunities for LDSB students?
- Support initiatives in Literacy/Numeracy, Technology, the Arts, or Innovative Practices?
- Have a signature indicating review/support by a LDSB Principal/Superintendent?
- Indicate a specific purpose and a specific period of time?
- Clearly identify how LLF Grants and other sources of funding will be used?
- Lend itself to the completion of a Project Summary Report, to be submitted following completion of the project?
- Lend itself to being publicly promoted and/or showcased by the Limestone Learning Foundation? We want to celebrate your success!

The Limestone Learning Foundation funds enhancements to existing learning.

It does not fund core curriculum activities, resources or programs that would normally be considered to be part of the Board and/or school budgets.

It is not the intent of the Limestone Learning Foundation to replace or supplement traditional government funding for public education.

**\*\*Please review your budget carefully to ensure that your project will not be used for the following:**

- To cover deficits or to retire debts
- For fund-raising activities or campaigns
- For general endowments or individual bursaries or scholarships
- For resources normally considered to be part of the Board and/or school budgets, for example:
  - capital projects (i.e. renovations, construction, major equipment)
  - indirect funding (i.e. transportation, refreshments, supply teacher coverage)
  - regular school beautification projects
  - regular in-class supplies/materials, texts, library resources and the like
  - honourarias or salaries

***All applications are welcome and appreciated. However, due to limited funds available for each granting session, some projects will not receive funding and others may receive partial funding.***

***We thank all participants for their interest and effort.***

If you have questions, or for more information, contact:

Leslie Myles, Managing Director  
Limestone Learning Foundation  
LDSB Board Office

613-544-6925 ext. 210  
mylesl@limestone.on.ca



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## GRANT APPLICATION FORM

*Please submit 3 copies in typed format*

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### A) APPLICATION SUMMARY:

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i) School: \_\_\_\_\_

Principal: \_\_\_\_\_ Signature: \_\_\_\_\_

ii) Type - what is it:     Project     Sponsorship

Learning Area of Focus:     Literacy/Numeracy     Science/Technology  
    Creative Arts     Innovative Practice

Student Focus:     Elementary     Secondary     Adult Ed.     Special Ed.

iii) Project Title (Important – in a few words, this tells the reviewers what you hope to achieve – be creative!):

iv) Project Description – Explain how the project is connected to the learning area and focus. Specifically describe what the students are doing and how this differs from standard classroom practice. (200 words or less):

v) Project Start and End Dates:

vi) Total Cost of your Project: \$

vii) Amount Requested from the Limestone Learning Foundation: \$

**B) BUDGET:**

The total cost of your project may be more than your LLF request. Provide a list of all expenses/purchases. Provide a list of funding sources other than LLF. Identify specifically how the LLF Grant portion will be spent. When completing this table, list all your items and their costs. Check off the location of funding source required for the specific items. For example, LLF does not usually fund transportation or honourariums. You will list those items and their costs then check off the box where that funding will come from. We can then determine what percentage of funding is required from the LLF.

List of Items	Cost Each	Qty	Pre-Tax	HST	Total	School Funded	Council Funded	Outside Source Funded	LLF Grant Requested
FUNDER			Pre-Tax	HST	Total	School Funded	Council Funded	Outside Source Funded	LLF Grant Requested
TOTAL									
Percentage									

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**C) COMMUNITY PARTNERS/SPONSORS:**

In reference to additional funding support of your project, identify who (school council, corporate, service organization, etc.) and what type of involvement community partners will have with project whether financial, gifts in kind, etc.

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**D) CO-ORDINATION/PARTICIPATION:**

List project co-ordinator(s) and additional participants with roles/responsibilities (e.g. school personnel, parent council, community volunteers, corporate supporters, etc.)

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**E) BENEFITS / OUTCOMES:**

What do you hope to achieve? List specific expectations, what students will be doing & how they will benefit, how many students will benefit, new learning that will occur.

Please list:

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1. Student Enhanced Learning
  2. Student Engagement
  3. Student Achievements
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**F) EVALUATION:**

Clearly describe how the success of the project will be measured, for example through statistical analysis, surveys, parental/community remarks, test results, etc. (You will also be required to fill out a funding survey when the project is completed.)

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**G) CURRICULUM CONNECTION:**

Identify how your project is connected to an extension or enhancement of curriculum. Cross-curricular linkages are encouraged e.g. the project incorporates elements of literacy, science, history, etc.

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**H) RECOGNITION OF LIMESTONE LEARNING FOUNDATION:**

How will you recognize receipt of funding from LLF? (Eg: labels on materials, plaques, local media, newsletters, websites, etc.)

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**I) CONTACT INFORMATION:**

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Name of Applicant:

Telephone Number & Extension:

E-mail Address: