

## General Information & Helpful Hints for LLF Grant

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

The Limestone Learning Foundation has two granting periods annually – fall and spring. Applications should be forwarded to the LLF office by the deadline by e-mail to [mylesl@limestone.on.ca](mailto:mylesl@limestone.on.ca). (Call Leslie Myles if you have any questions – 613-544-6925, ext. 210).

All applications are scrutinized by grant review teams (active or retired teachers, community members, parent council members, etc.) and based on the merit of the project, they are then rated as Recommended for Funding, Recommended for Consideration or Not Recommended at this Time. Recommendations are presented to the full LLF Board for final determination.

Successful applicants will be notified immediately and invited to the grants presentation evening held shortly after the approvals. Unsuccessful applicants will also be notified and a conversation with the Managing Director is possible to discuss adjustment or re-submission. (Guidance can be found in the Criteria for Support checklist in this package.)

### WHAT WE FUND

- **Projects with a focus on the arts, literacy, numeracy, science or technology**
- **Projects that demonstrate creativity, innovation, empowerment, equity & inclusion**

### Hints:

- Attention to the Ontario Curriculum is paramount
- Be clear and concise
- Be creative
- Project ideas need to have an emphasis on mentorship, sustainability and “pay it forward”
  - Mentorship: older students mentoring younger ones; 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 looking for a project to be an enhancement to the learning experience – above and beyond the everyday and something an outside observer would not expect to see
- Above all, a project must actually engage students
- Detailed budgets are important with an itemized listing of where the money will be spent and which portion is requested from the LLF
- In addition to the arts (both creative and applied), the LLF encourages applications focusing on literacy, numeracy, science or technology

# Criteria for Foundation Support

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

## **Your project must:**

- Enhance existing educational opportunities for LDSB students
- Support initiatives in the arts, literacy, numeracy, science or technology that demonstrate creativity, innovation, empowerment, equity & inclusion
- Have a signature indicating review/support by a LDSB Principal/Superintendent
- Indicate a specific purpose, focus and timeline
- Clearly identify how LLF Grants and other sources of funding will be used
- Have a Summary Report filled out at completion of project and emailed to Leslie Myles
- Be publicly promoted and/or showcased (the Limestone Learning Foundation will promote your project and to do this will need photos, audio and testimonials as part of the Summary Report)

***We want to celebrate your success!***

## **Please note:**

- It is not the intent of the Limestone Learning Foundation to replace or supplement traditional government funding for public education.
- It does not fund core curriculum activities, resources or programs that would normally be considered part of the Board and/or school budgets.

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

- 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
- To cover deficits or to retire debts
- For fund-raising activities or campaigns
- For general endowments or individual bursaries or scholarships

***All applications are welcome and appreciated. However, due to limited funds available for each granting session, some projects may 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

# GRANT APPLICATION

*Please email completed application to: [mylesl@limestone.on.ca](mailto:mylesl@limestone.on.ca).*

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## A) APPLICATION SUMMARY:

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

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

ii) Learning Area of Focus:  Arts  Literacy  Numeracy  Science  Technology

Project demonstrates:  Creativity  Innovation  Empowerment  Equity & Inclusion

Student Focus:  Elementary  Secondary  Special Education

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 of Focus. Specifically describe what the students are doing and how this differs from standard classroom practice. (150 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. Funding source required for the specific items. 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. Also, please list: Student Enhanced Learning, Student Engagement and 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. A final budget 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 the arts, literacy/numeracy, science/technology, history, etc.

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**H) PROMOTION OF PROJECT AND RECOGNITION OF LIMESTONE LEARNING FOUNDATION:**

As a grant recipient, its important to celebrate and document what students are learning. It is also important to promote what we are doing and share the message with the larger community. Please share the progress of your project through social media, and where appropriate tag @LLFdn if you are posting photos and video on your class or school Twitter accounts. Grant recipients should be capturing all stages of the project and sharing these photos and/or videos with the LLF as part of your grant report so that we may use these images to publicly promote the good work the Foundation does in our community. (Please make sure you follow LDSB protocol and Freedom of Information permissions with regard to students' images and identifications in media.)

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We will promote the project via:

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|----------------------------------------------|----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> school website      | <input type="checkbox"/> Twitter             | <input type="checkbox"/> Instagram       |
| <input type="checkbox"/> plaque              | <input type="checkbox"/> labels on materials | <input type="checkbox"/> local newspaper |
| <input type="checkbox"/> email to LLF office | <input type="checkbox"/> photos              | <input type="checkbox"/> videos          |

How will you recognize receipt of funding from LLF?

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**I) CONTACT INFORMATION:**

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Name of Applicant: \_\_\_\_\_

Phone Number & Extension: \_\_\_\_\_ E-mail Address: \_\_\_\_\_