



Grant Application Checklist

Grant Application Process Timeline

- Grant Application Deadline: **February 1st**
 - ▶ After submitting grant application, the LEEF Grant Review Committee may contact Grant Applicants to ask questions.
- Grant Review by LEEF Board Members: **February-May**
- Grant Awards Announced: **June**

Required Documentation

(Documentation to be uploaded during online Grant Application)

- Authorization of the School Principal
 - ▶ This form should be signed and scanned for upload prior to beginning the online grant submission.
 - ▶ Download [School Principal/Department Coordinator Authorization Form](#)
- Authorization of the District Technology Manager (DTM) - (Technology Grants Only)
 - ▶ Any grants with technology components must be reviewed by the Director of Technology prior to submission for consultation on pricing.
 - ▶ This form should be signed and scanned for upload prior to beginning the online grant submission.
 - ▶ Note: Only Longmeadow Public School APPROVED VENDORS can be used for technology and/or material purchases. (Amazon and Walmart are not approved vendors.)
 - ▶ Download [DTM Authorization Form](#)
- Project Budget and Estimated Costs
 - ▶ Please be as specific as possible when preparing your budget.
 - ▶ If there are multiple parts to a proposed project, please break out the costs for each portion of the project.
 - ▶ If grant request is for multiple items, please specify the cost per item and total number of items requested.
 - ▶ Please be sure to use budget estimates for purchases made using qualified LPS vendors. (Technology Grants Only)
 - ▶ Download [LEEF Budget Worksheet Form](#) to insure you have all required project budget details before proceeding and/or you may upload your own budget documents.