



# GRANT APPLICATION CHECKLIST

## Grant Application Process Timeline

- Grant Application Deadline: **February 1st 2018**
  - ▶ After submitting grant application, the LEEF Grant Review Committee may contact Grant Applicants to ask questions.
- Grant Review by LEEF Board Members: **February-May, 2018**
- Grant Awards Announced: **June, 2018**

## 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 be sure to specify the cost per item and the 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.

Grant Application Checklist Form REV 10/17

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