

Mini Grants - 2023-2024 Funding Request Process

Dear LS Faculty, Staff, and
Students,

As you may already know, one important aspect of the LSPO mission revolves around supporting and financing underfunded initiatives that will enrich the High School experience for our LS community. These initiatives can be based on teacher or staff projects, or on student led activities or clubs.

For this purpose, the LSPO has designed a Mini Grant application process with two rounds of applications per year (October and February). During these two rounds, we offer the opportunity to teachers, staff and students (through their club advisors) to request funds not covered by other resources, to support a wide range of projects. Last year, we funded 14 Mini Grants, with a total amount of \$6,100.00.

These Mini Grants were given to:

- Health Office - Lollipops for students
- Art Dept. - Led Lights for tracing/drawing tables
- Safe School Initiatives - Lunch for student leaders' meeting and treats for 9th grade assembly
- Environmental Club - Kitchen Composting Program
- LS Academy - Tower Garden Growing System
- Speech and Debate Club - Tournament fees and advisor expenses
- English Dept. - Honorarium in-person author visit
- LS Academy - Funding for Musical Instruments
- History Dept. - Lunch for Armenian Genocide Interviews
- Computer Science Dept. - Food and decorations for Annual Computer Science Exhibition
- Students Against Animal Cruelty Club - Funding for awareness campaigns and supplies for shelters
- Applied Tech Dept. - Chucks and Jaws for Lathe
- Model UN Club - Funding for Conference
- Senior Safe Night at LS (Late Nite at LS)

At this time, we would like to invite you to participate in our first round of Mini Grant requests by filling out an [application](#) on our website. The deadline is **Monday, Oct. 30th**. Our budget for Mini Grants for this school year is around \$5,000, so please send us your applications soon!

Guidelines for Mini Grant Applications:

- The request should assist the faculty or club in making a positive impact on as many students as possible
- The request should be for items and programs not funded through LS in the 2023-2024 school year
- The request is submitted by academic teachers or other LS faculty/staff and includes the support of the head of the respective department
- The request is submitted by a club advisor with the knowledge of the Director of Athletics. Letters from students can be added to this submission and are highly appreciated.

Student Clubs and Activities were included in this process in 2020 to support initiatives that foster school spirit, provide a sense of community and inclusion, and offer a safe and fun way to interact with each other. We encourage students and their advisors to apply for LSPO funds to continue working towards these initiatives.

Deadline for Applications - Round 1: Monday, Oct. 30th

Review Process: Oct. 30th to Nov. 6th.

Funding Request Announcements: Nov. 10th - 13th

Submit a Funding Request [here](#)

A submission confirmation email will be sent to the email address provided.

- Please include a note to let us know if your request is time sensitive. Any submissions past the submission date will be taken under consideration on an ad hoc basis.
- Funding requests should be signed off by the applicant's department head or the Athletic Director
- Applications will be reviewed by the LSPO board and funding will be granted based on available funds and the merits of the request as determined by the board.
- In case of questions from the board, the co-chairs will email you to clarify specific aspects of your application before we finalize the review of the applications.

Remember that you can also apply during our second round, in February 2024. If you have any questions about the process or whether or not your request will meet the Board's criteria, please email us at CoChairs@LSPO.org.

Warmly,

Solange Lavanchy - Lincoln-Sudbury Parent Organization (LSPO)