#### [www.LennoxLEAF.org](http://www.LennoxLEAF.org) • Tax Id. 20-0623337 • [LennoxLEAF@gmail.com](mailto:LennoxLEAF@gmail.com)

**P.O. Box 1417, Hawthorne, CA 90251**

LEAF (Lennox Educational Advancement Foundation) is an independent non-profit educational foundation founded in 2004 to provide general support for the students and schools of Lennox, California in order to provide and maintain consistently high quality educational opportunities for the children of the community served by such schools.

LEAF provides Teacher Grants to teachers in the Lennox School District who want to engage their students in a learning opportunity that is not funded by the school budget. Past LEAF Teacher Grant Recipients have used the funds for museum field trips, photojournalism projects, self-portrait projects, and historical mosaics.

LEAF helps bridge the financial gap and allows these altruistic teachers to continue inspiring and exposing their students to a world of knowledge, art, music, literature, science, and technology.

**WHO MAY APPLY:** All faculty members who teach students from Kindergarten through 8th grade in the Lennox School District.

**FUNDING:** Grant funds will be awarded on a case-by-case basis. On average, a single teacher may be granted up to $500 per project. Grade level projects will be considered cumulatively and allowed more funds proportionately. Grant requests can include, but not be limited to, field trips, supplies, speakers, etc.

**SELECTION PROCESS:** The LEAF Committee has discretion to grant funds to teacher projects based on a wide array of criteria, including description of the project, best use of funds, and number of students that will benefit.

**AWARD DISTRIBUTION:** The Teacher Grant Awards will be in the form of a check payable to the teacher applicant or project venue shortly after the winning teacher applicant is notified of receipt of award.

**COMMITTMENT TO LEAF:** LEAF is a non-profit educational foundation whose funding derives entirely from its fundraising efforts. LEAF expects its grant recipients to help pay it forward so others may benefit, as well. All winning applicants agree to the use of their name, image, and project documentation (including photographs) for any purpose at LEAF’S discretion to promote LEAF’S mission and programs. Teacher Grant recipients agree to submit receipts and documentation of the completed project (by video, digital pictures or otherwise as appropriate) to LEAF by email **within 5 business days** of completing the project, as well as a short description by the teacher of the impact the funds made on the students. All students may participate in the activity, but the teacher must only submit pictures/video of students with signed permission slips (teachers are responsible for verifying permission prior to submitting pictures/video to LEAF).

**Application Timeline:**

**Submission Deadline: March 3, 2017**

**Winning Applicants’ Notification: By April 2017**

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**L.E.A.F. Teacher Grant Application**

***Please submit the complete application and any supplemental documents in PDF format to:*** [***LennoxLEAF@gmail.com***](mailto:LennoxLEAF@gmail.com) ***on or before March 3, 2017. Please include in the subject line “Teacher Grant Application” followed by your name. Multi-teacher or grade-level submissions may use the same form and budget worksheet.***

**Teacher Name(s):**

**Teacher Email(s):**

**School Site:**

**Grade(s) Taught:**

**Please indicate if this is a single-teacher, multi-teacher or grade-level submission:**

***Please fill in the following questions for LEAF’S consideration.***

1. **Briefly describe the purpose of this activity or unit? What will the students learn and gain?**
2. **Describe the unit of study that would include the different learning objectives, skills learned, activities and products.**
3. **What is the cost of your project and the amount you are requesting?**

**Please use the LEAF Teacher Grant Budget Worksheet (excel format) to provide an itemized budget including supplies, equipment and resources that you will need and their costs. Save it in PDF format and attach to your email application.**

1. **What is the time period/frame for your project? When do you expect to complete your project?**
2. **Briefly state the results that are expected from your project and methods you have selected to achieve your objectives. (No more than 100 words.)**
3. **Have you received a LEAF Teacher Grant before? If so, state the year, amount, and a brief description of the project.**
4. **How did you hear about the LEAF Teacher Grant?**
5. **Anything else the LEAF Board should consider:**

***APPLICATION CHECKLIST:***

**\_\_\_ LEAF Teacher Grant Application**

**\_\_\_ LEAF Teacher Grant Budget Worksheet**

**\_\_\_ LEAF Student Photography/Video Permission Slips**