



**Statement of Need:** Please state why you think there is a special need for your project and how the students your classroom/building will benefit.

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**Achievement Criteria:** How will you determine whether or not your objectives have been achieved and your project has been successful? Be specific.

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

- For further information or assistance contact the LEAF office at 755-3177.
  - Please return the application **before 4:00 pm Friday, February 24, 2017** via courier
  - Send to: LEAF OFFICE – BEEKMAN CENTER, Room 152.
  - Mail: 2901 Wabash Road Lansing, MI 48910
- Applications will be reviewed on a competitive basis and scored using a rubric which addresses: completion of the application and budget, clarity of statement of need, innovation and creativity, number of students involved or impacted, and strength of evaluation.
- **Items that WILL NOT BE FUNDED:** I Pads, cameras, food, transportation, speakers, and items that should be provided by the district for day to day instructional needs.
- Make sure to provide/attach as much pertinent information as possible. Any additional information such as an equipment list, resources etc. that will be helpful to the selection committee. It is easier to select a grant for funding when the committee does not have to guess what the objective is how it fits into the curriculum, how students will benefit and why it is needed.
- **NEW THIS YEAR: An additional 5 bonus points will be allotted for K – 3 grant applicants who have projects that will enhance reading readiness skills in their students. (not back-back programs)**
- Awards will be presented at the annual LEAF Awards Event, Tuesday, May 16, 2017, 6:00-8:00 pm at the Country Club of Lansing.
- Recipients will have until December 14, 2018 to expend their grant and turn in receipts and their accountability report.