



Lincoln School Foundation Grants in Action

Congratulations on receiving funding from the Lincoln School Foundation! We are excited to see your grant take shape in the coming months. This Grants in Action document outlines the role of LSF Grant Liaisons, and the process for funding and reimbursement.

Grant Liaisons: You will be assigned an LSF Grant Liaison who can help answer questions and help document and publicize your grant in action. Please discuss with your grant liaison on how you will document your Grant In Action through pictures, stories, quotes, etc. Plan to include:

- A summary of the ways in which the grant money was actually used;
- The benefit to those involved;
- Any learnings shared with other teachers;
- A specific description or demonstration of the results;
- Pictures or video where possible to highlight the grant and show the work in action.
- Wording that says the grant was “supported by The Lincoln School Foundation” or “made possible by funding from The Lincoln School Foundation”.

Your grant liaison can come in to take photos, interview you to create a short write-up about the grant, and/or create a 2-3 minute video documenting the grant and your narrative on its impact.

Your efforts communicating will help in a few ways:

- To educate our community about the value LSF provides through real life examples;
- To enhance our fundraising efforts for the next grant cycle by helping Lincoln families better understand how the creative, forward-thinking ideas that come from our teaching staff need to be funded and supported;
- To allow future grant recipients to see the type of innovative ideas that the LSF has supported in the past, and
- Finally, to help our donors see the impact of grants they have supported.

Grant Funding and Reimbursement: Your grant application outlined a budget for materials, stipends, and/or contracted services. All stipends must be submitted to *payroll and finance*. Purchases or reimbursements will be handled by the district, through typical LPS purchasing procedures and working with the district finance office.

- Administrative contact for Lincoln Campus: Monika Nixon - mnixon@lincnet.org
- Administrative contact for Hanscom Campus: Mary Gately - gatelym@lincnet.org

When emailing about stipends, purchases and reimbursements please explain that it is for an LSF grant, and specifically the *Name of the Grant*. The finance office will then invoice the LSF. Please note that the Foundation will assume that your project will be completed by the end of the 2025-2026 school year, unless special permission has been granted from the LSF Board.

Congratulations again and best of luck in your implementation!