



LYNNFIELD EDUCATIONAL TRUST and GRANT PROCESS FACT SHEET

Mission

The Lynnfield Educational Trust ("LET") is a private, nonprofit, independent, community-based organization. LET provides funding to support quality educational programs, projects, and activities benefiting all students in the Lynnfield Public Schools. LET seeks to foster collaboration among community members, businesses, parents, students, and educators. LET does not involve itself in the political or budgetary process, nor do we intend to replace the traditional publicly funded aspects of education. Our grants fund innovative programs and projects for direct student enrichment. It is LET's goal to maintain a permanent fund to implement such programs and activities into the future.

Goals

- To encourage and support innovative projects in teaching and learning that are consistent with Lynnfield's District Strategy and School Improvement Plans and that are beyond the scope of the regular school budget
- To encourage leadership and creativity in teachers and administrators
- To support grants that impact a significant number of students
- To support grants that have a lasting benefit to Lynnfield's school system
- To encourage cross-school, cross-grade, and cross-curricular collaboration among teachers, administrators, parents, and community groups to benefit the Lynnfield Public Schools
- To consider experimental projects that explore new areas

Grant Types

1. **Mini-Grants (\$0-500):** These proposals can be submitted and evaluated at any time. They will be voted on in the order they are received until such time as the funding allocated to Mini-Grants has been exhausted for the school year. The school year is defined as beginning on July 1st and ending on June 30th, following the Fiscal Year structure of the Lynnfield Public Schools. These grants are intended to be used for applicants to fund a single innovative idea in a single learning space.

2. Education Grants (exceeding \$500): These proposals can be submitted at any time, but are only evaluated twice a year, after the published deadlines for that year. The deadlines for these grant proposals will be sent to building principals and published to our Facebook page. These grants are intended to impact a wider student audience (e.g. an entire grade).

Grant Application Process

1. *Application*: Submit your application to your building principal for approval. Your principal will submit the grant on your behalf. Any Education Grant application must be submitted by the published deadline.
2. *Review*: The application will be reviewed by the LET board.
 - a. Mini-Grants will be evaluated as quickly as possible.
 - b. Education Grants will be evaluated shortly after the fall deadline (10/17) and spring deadline (2/24) of each school year, with decisions shared as close to these two dates as possible.
3. *Notification*: You will be notified of the outcome of your grant application by the LET Grants Clerk on behalf of the board.
4. *Funds Disbursal*: Funds allocated through approved applications must be collected within 1 calendar year of approval or approved funds may be reallocated. All materials purchased with LET funds will be the property of the Lynnfield Public Schools.
5. *Agreement to publicize LET donation*: Part of acceptance of funds from LET includes a commitment to share LET's contribution with the larger community. Applicants should have a clear plan for that process.

Grant Policies

1. LET will not fund:
 - a. transportation;
 - b. admissions;
 - c. textbooks
 - d. sales tax; or
 - e. consumables (e.g. craft supplies or other single use items) without a demonstrated need
2. LET will:
 - a. consider funding grants previously funded by LET in the past;
 - b. collaboratively fund with other groups (e.g. Lynnfield Cultural Council or LPS PTO) in town;
 - c. consider changes to LET policy when a review is requested by a district administrator or board member; and
 - d. only fund projects proposed by LPS staff members or by LPS students in collaboration with an LPS staff member

LYNNFIELD EDUCATIONAL TRUST GRANT PROPOSAL APPLICATION

2025-2026

This form is to be completed by the proposing staff member and emailed to the school principal for approval. Once approved, the principal should email the application to Karen Panos, LET Grants Clerk , at letgrants@gmail.com, on or before the submission deadline .

Title of Project:

Name of Staff Member Responsible for Grant Proposal:

School Representing (please indicate): __LPS __HHS __SSS __LMS __LHS

Email:

Telephone:

Project Start Date:

Target Population:

Grade Level:

Number of Students Impacted:___

Number of Staff Involved in Initiative:

Curriculum Area:

Please share how your project supports the goals of the District Strategy and/or your School Improvement Plan:

This project (please indicate):

___is a new idea

___is a new idea for our school

___replicates a successful idea done elsewhere

___is based upon research by (please indicate):

Project Overview: Provide a brief description of your project in 200 words or less.

PROJECT SPECIFICS

Objectives: Through this experience, students and/or staff members will be able to:

Rationale: Description of educational or professional development need(s) addressed by this project.

Relevance to curriculum (please reference specific Massachusetts Frameworks in the relevant content area):

Relevance to District Strategy/Goals:

Plan: Detail procedures and/or activities for implementing this project.

Desired outcome:

Method for evaluating success:

Please share your plan for publicizing LET's financial contribution to your initiative.

Personnel and responsibilities of each (include faculty, parents, outside professionals, organizations):

Name	Position	Email	Telephone	Role in Project

PROPOSED BUDGET

Please provide details surrounding the costs associated with your grant application.

Budget (Include total budget and breakdown. Please be as specific as possible to expedite processing of your proposal.)

Materials:

Equipment:

Speaker Fee:

Course Fee (for professional development):

Other Expenses:

TOTAL FUNDS REQUESTED: _____

Are you applying for funding elsewhere? ☐ Yes ☐ No

If yes, please list name and amount requested.

Name: _____

Amount: _____

GRANT WORK PLAN / IMPLEMENTATION TIMELINE

Please describe stages of your project and estimated dates of completion for each phase;

Month/Date	Activity Description

UNDERSTANDING

With your acceptance of LET funding, you agree to:

an interview and possible photograph for public relations purposes;

independently publicize LET's contribution to your initiative through social media channels;

inform LET of changes in implementation or focus of the project; and

provide LET with feedback as requested on Grant success and/or challenges.

APPLICATION SUBMISSION

Please submit your completed application to your school principal at least one week prior to the Grants Proposal submission deadline (October 17th and February 24th of each school year for Education Grants).

Principal: Please email your approval with a copy of the application to letgrants@gmail.com

Lynnfield Education Trust P.O. Box 142 Lynnfield, Massachusetts 01940
letgrants@gmail.com

