



**Los Lunas
Partners In
Education
Grant Application
Information Packet**

Los Lunas Partners in Education Information Packet

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Los Lunas Partners in Education Information Packet

Thank you for your interest in applying for a Los Lunas Partners in Education grant. Los Lunas PIE is comprised of local businesses and community members who have a shared interest in advancing education in Los Lunas. PIE extends its sincere appreciation to all of our volunteer members for their contributions and support. It is only through their membership and participation in PIE that we are able to support the educators of Los Lunas Schools in providing outstanding educational experiences for our youth.

In this packet you will find information about the application process as well as sample forms. A tool you may find helpful is the process flowchart on page 6, which further explains the steps involved in applying for and receiving a PIE grant.

Frequently Asked Questions

Who can apply?

Any school professional employed with Los Lunas Schools may apply for ONE grant per school year. Special restrictions apply to Apple PIE grants (see the following sections).

What type of projects are funded by PIE?

PIE has awarded grants to educators working in a variety of fields. Applicants must ensure that their projects address one or more of the following subject areas.

- Bilingual Education—projects that promote bilingualism
- Career Development—entrepreneurial projects
- Character Counts—projects that promote positive behavior in our schools and community
- Conflict Resolution/Peer Mediation—projects that promote non-violent solutions to conflict
- Early Childhood Health and Fitness—projects focused on nutrition, personal hygiene, physical safety, mental health, and non-competitive physical education
- Education Plan Student Success (EPSS)
- English Language Learners (ELL)
- Fine Arts—projects that incorporate music, drama, dance, visual arts, and literary arts
- Incentive Programs—should be directly tied to Academic Programs
- Literacy—projects that center around reading, writing, publishing student work, and developing public speaking skills
- Local and Regional History and Culture—projects that promote the study and preservation of local architecture, historical landmarks, and personal histories
- Science and Math—projects dealing with innovative methods to provide science and math instruction
- Special Education—projects that provide programs or equipment for students with special needs
- Telecommunications/Technology—projects that give students the opportunity to better understand and use technology

What amount can be requested?

PIE offers four tiers of funding. Each tier has its own criteria and funding amount.

- **Bite of PIE**—up to \$200; project must directly impact at least 1 student, with no limit as to how many students
- **Slice of PIE**—up to \$650; project must directly impact 1-49 students
- **Cherry PIE**—up to \$1,150; project must directly impact 50 or more students
- **Apple PIE**—up to \$1,500; a competitive grant in which the project must directly impact the entire student population of a school, be self-sustaining and have a plan to give back to PIE (membership donation, in-kind advertisement, PIE recognition in publications or announcements, etc.); this is a ONE TIME grant; applicants receiving this level of funding may not reapply in subsequent years for the same project; special application deadlines apply (see the next section)

Where can PIE grant applications be obtained?

PIE grant applications can be obtained on our website, www.loslunasnm.gov/PIE.

When are applications accepted?

Applications must be submitted electronically via our website, www.loslunasnm.gov/PIE on or before the **first Thursday** of the month in order to be reviewed that same month. *Please note: Apple PIE grants are reviewed only twice per school year. Grants requesting this level of funding, must be submitted by the first Thursday in September for review that month, or the first Thursday in January for review that same month.*

How and when are grants approved?

The PIE committee meets monthly on the **third Wednesday** of each month to review grant applications. In some cases, applicants are asked to attend the PIE meeting to be available to answer questions about their projects. Applicants are notified via email if they must attend. PIE committee members deliberate and vote to decide which grants to approve during the meeting. PIE meets to review grant applications during the months of September, October, November, January, February, March, and April. On occasion, the meeting schedule is subject to change due to unavoidable time constraints.

How is the funding received and spent?

Once a grant is awarded, the funds will be deposited in a Los Lunas Schools activity account in the name of the grant applicant. In order to spend the funds, the applicant and site secretary must follow the Los Lunas Schools pre-defined process for ordering using purchase orders. Site secretaries can obtain activity account numbers by calling Los Lunas Schools Business Office.

What needs to be done after the project ends?

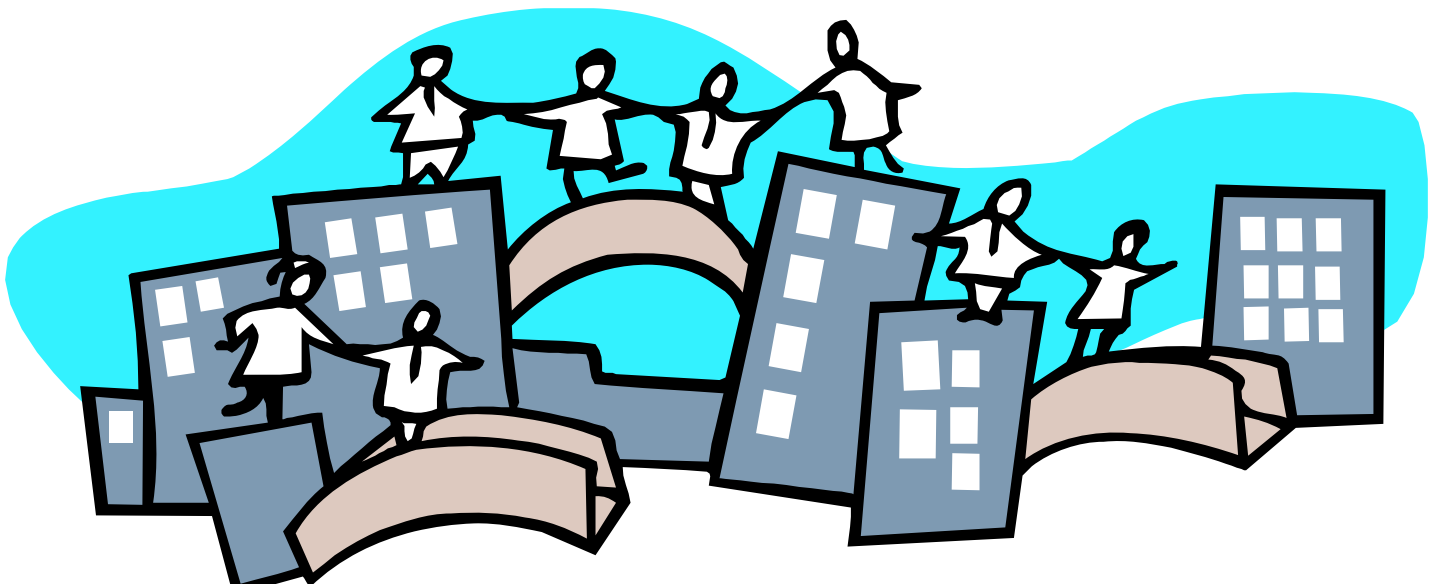
Each grant recipient must submit an Accountability Final Report electronically via our website, www.loslunasnm.gov before the end of the school year in which the grant was awarded. **Failure to submit an Accountability Final Report may affect future grant consideration for that school.** Unused funds totaling \$100 or more must be returned to PIE. Surplus funds totaling less than \$100 may be used by the recipient school for school site expenditures while following the Los Lunas Schools pre-defined process for ordering using purchase orders.

What happens to materials and/or equipment purchased with PIE funds?

Equipment and materials purchased with PIE funds become the sole property of Los Lunas Schools, and may not be removed from the campus for which they were intended.

Where do I go if I still have questions?

If you still have questions, please contact Los Lunas Partners in Education via email at jaramillo@loslunasnm.gov or by phone at (505) 352-7625 or (505) 352-7647.



Los Lunas Partners In Education Grant Application Process

Grant Applicant

Teacher or Other LLS Employee

School Site

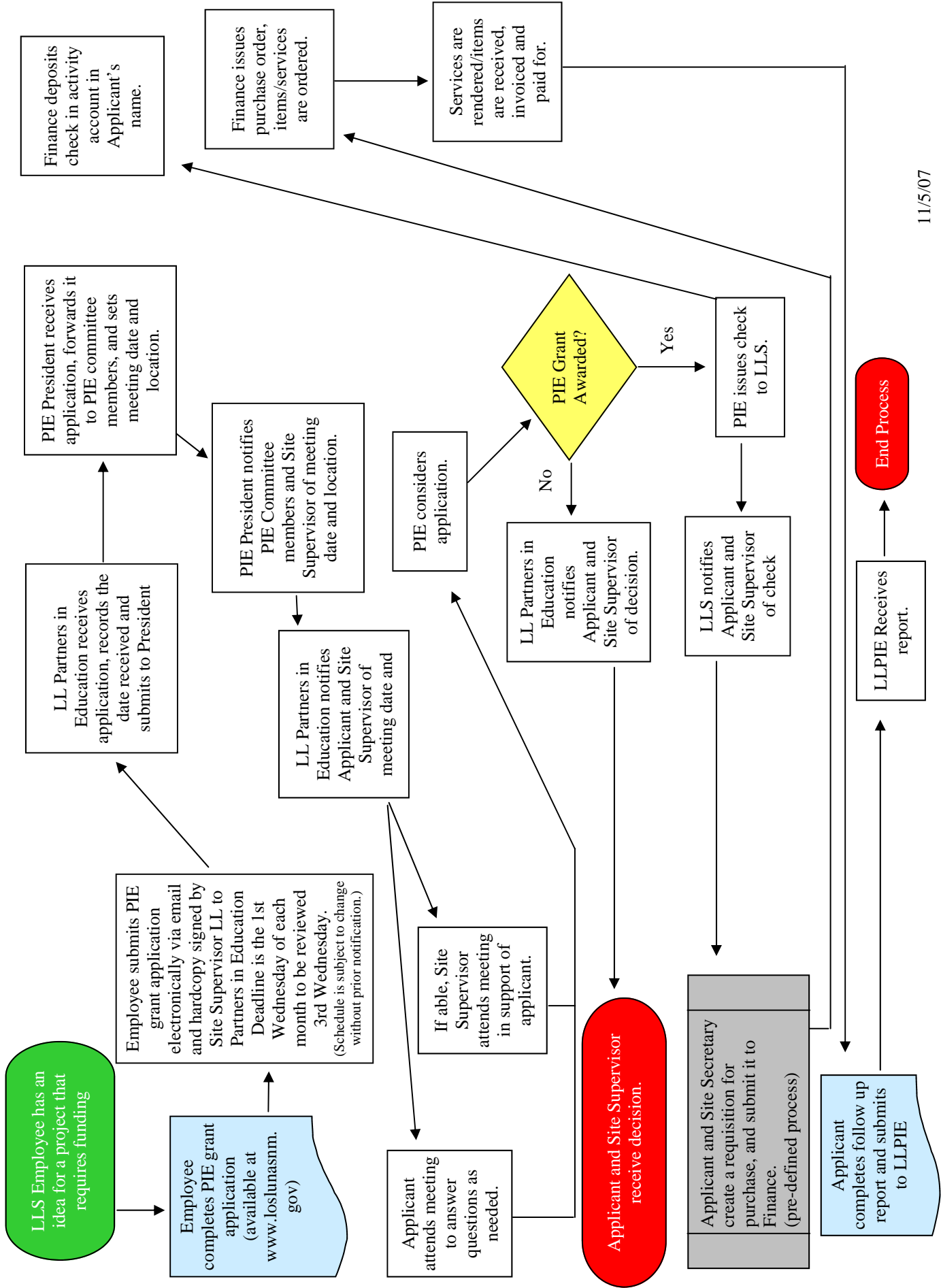
Site Supervisor & Site Secretary

PIE

Committee Members

Finance

Financial Specialists





Grant Application Process

All school professionals may apply one time per school year for each of the three levels of LL PIE Grants. Each type of Grant has specific criteria and guidelines. The school professional will electronically submit an application to Los Lunas Partners in Education, via our website, www.loslunasnm.gov/PIE, before the Grant application deadline. The LL PIE committee and Board of Directors will review Grant applications and vote whether to fund the project.

Grant Accountability

Each Grant must have an accountability report submitted to the LL Partners in Education Office, c/o the Village of Los Lunas, by the *last day of school in order to apply for any future Grants*. The report must have receipts of all expenses, and a detailed project report on how the students benefited from the project and the final outcome of the project (see Grant Accountability report for more details). Any funds in excess of **\$100** are to be returned to LL PIE. Funds under \$100 may be used at your school for students. Equipment purchased with LL PIE funds become the property of the Los Lunas School District. If the project is not implemented, all funds must be returned to LL PIE with an explanation. Grantees may be called upon to present their program at a professional Development workshop by the District.

Grant Subject

- **Bilingual Education** – projects that promote bilingualism
- **Career Development** — entrepreneurial projects
- **Character Counts** – projects that promote positive behavior in our schools and community
- **Conflict Resolution, Mediations and Peer Counseling (Grades 4-12)** – projects that promote non-violent solutions to conflict
- **Early Childhood Health and Fitness** — nutrition, hygiene, physical safety, mental health, non-competitive physical education
- **Education Plan Student Success (EPSS)**
- **English Language Learners (ELL)**
- **Fine Arts** – projects that incorporate music, drama, dance, visual arts & literary arts
- **Incentive Program** – should directly relate to an Academic Program
- **Literacy**- projects that center around reading, writing, publishing student work, and developing public speaking skills
- **Local and Regional History and Culture** — architecture, oral histories, historic preservation, or archeology
- **Reading/Language Development** — literacy, writing, publishing, public speaking, foreign languages, English as a second language
- **Science and Math** – projects dealing with innovative methods to provide science and math instruction
- **Special Education** — special programs for students, purchase and maintenance of equipment for disabled students
- **Telecommunications/Technology** – projects that give students the opportunity to better understand and use technology



Grant Levels and Criteria:

Apple PIE Grants

A school Administrator designee may apply for a one-time Grant of \$1,500. The money must directly impact 100% of your schools student body and address one of the LL PIE subject categories. This one-time Grant can only be used to help start or expand on existing academic initiatives. The initiative needs to be financially self-sustaining and give back to LL PIE, i.e. donations, in-kind advertisement, LL PIE contributors' recognition in programs and other public documentation.

Applications will only be reviewed at the first LL PIE meeting of each semester (September and January of each school year). Applications must be received by the first Thursday of September and January to be considered. Only one Apple PIE Grant application per school for each semester will be reviewed by LL PIE.

One Apple PIE Grants will be awarded per semester for the school district for a total of two Apple PIE Grants awarded per academic year. A school may only be awarded one Apple PIE Grant per academic year. At the end of the year an accountability report must be submitted to LL PIE. (See Accountability Directions)

Cherry PIE Grants

All school professionals may apply for one Grant per school year of up to \$1,150. The money must directly impact 50 or more students of the school student body and address one of the LL PIE subject categories. This is a once-a-school-year Grant per school professional.

Grants will be reviewed and awarded during LL PIE monthly meetings. Applications must be received by the LL Partners in Education Office, c/o the Village of Los Lunas, by the first Thursday of every month. All Grantees will be asked to present their proposal to the LL PIE committee. You will be notified as to when and where you are scheduled to present. Incomplete applications will not be accepted. At the end of the year an accountability report must be submitted to LL PIE. (See Accountability Directions)



Grant Levels and Criteria Continued:

Slice of PIE Grants

All school professionals may apply for one grant per school year of up to \$650. The money must directly impact 1-49 students of the school's student body and address one of the LL PIE subject categories. This is a once-a-school-year Grant per project.

Grants will be reviewed and awarded during LL PIE monthly meetings. Application must be received by the LL Partners in Education Office, c/o the Village of Los Lunas, by the first Thursday of every month. All Grantees will be asked to present their proposal to the LL PIE committee. You will be notified as to when and where you are scheduled to present. Incomplete applications will not be accepted. At the end of the year an accountability report must be submitted to LL PIE. (See Accountability Directions).

Bite of PIE Grants

All school professionals may apply for one grant per school year of up to \$200. The money must address one of the LL PIE subject categories and be used for classroom projects or materials for Thematic Units or Projects.

Grants will be reviewed and awarded during LL PIE monthly meetings. Application must be received by the LL Partners in Education Office, c/o the Village of Los Lunas, by the first Thursday of every month. All Grantees will be asked to present their proposal to the LL PIE committee. You will be notified as to when and where you are scheduled to present. Incomplete applications will not be accepted. At the end of the year an accountability report must be submitted to LL PIE. (See Accountability Directions).