

## Lynn Public Schools

### INTENT TO APPLY FOR EXTERNAL SUPPORT: Grants, Sponsorships, Online and In-Person Fundraising Events

**Introduction:** Thank you for your interest in seeking external funding to benefit the Lynn Public Schools. This form should be completed by teachers, principals, and other LPS staff members who intend to seek external funding [and in-kind support?] for programs, projects, or capital needs of any size in the school district.

**External support includes:**

- Foundation grants
- Government grants (including federal, state, and city levels)
- Corporate and business requests (grants, sponsorships, products)
- Online crowdfunding platforms (DonorsChoose.org, GoFundMe.com, or similar)\*
- Fundraising events at school
- Fundraising events outside of school

*\*Edutopia offers an excellent, free guide on raising money using crowdfunding. It is available for download here: <http://www.edutopia.org/crowdfunding-fundraising-resource-guide>*

The information you provide on this form will help LPS administration to determine your project's alignment with district priorities, and to provide the opportunity to assist with your need if internal funds and/or supplies are available. If you have questions or need help with this form, please contact Elyse Fannon at x3204 or [fannone@lynnschools.org](mailto:fannone@lynnschools.org). Thank you.

1. Your name:
2. Your school:
3. Name of the person preparing the external funding request:
4. Funder type (select one): [dropdown list]
  - a. Foundation grant
  - b. Government grant
  - c. Corporate grant (monetary)
  - d. Crowdfunding online
  - e. Fundraising event at school
  - f. Fundraising event outside of school
  - g. In-kind donation (products or supplies)
5. Funder name/crowdfunding platform name:
6. Funder website/crowdfunding platform website:

7. Type of funding sought (select one): [dropdown list]
- a. Money
  - b. In-kind support (products or supplies)
  - c. Services
  - d. Other (please describe)
8. Please summarize the funding request. What are you seeking support for? Please be as specific as possible.
9. If you are seeking technology equipment or funding, please describe a) the make, model, and type of equipment and b) the intended use for this technology. Help us to understand why these particular pieces of equipment are necessary. *This feedback will enable our IT department to help you obtain quotes, ensure compatibility with existing LPS technology, and/or assist with the technology acquisition if possible.* (If you are not seeking technology equipment or funding, please skip this question.)
10. How much money/how many in-kind items are you requesting (or, if a fundraising event, what is your dollar goal?)
11. How will external funding support standards-based instruction and improved student achievement?

Principal's signature      Date

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***This section to be completed by Deputy Superintendent:***

Recommendation:   \_\_\_ Proposal Approval      \_\_\_ Proposal Revision

Reason\*\*:

***\*\*Once approved, form is sent to Grants office for notification to the person preparing the funding request.***

Deputy Superintendent's signature      Date