

# LINCOLN SCHOOL FOUNDATION

*advancing education through innovation since 1988*

February 7, 2025

Dear Anne Mostue,

The Lincoln School Foundation (LSF) is very pleased to approve \$2,000 to fund the Annual Conference of the American Association of Teachers of Spanish and Portuguese Grant. We are very excited about this grant and are looking forward to bringing some current diversity into the language education to the Lincoln School campus.

As appropriate, we ask that you mention that this work was supported by the Lincoln School Foundation. Please refer to the attached *Grants In Action* for an overview of the process going forward and our website (<https://www.lincolnschoolfoundation.org/2023-24>) for sample grant summaries. These summaries help to get the word out about your grant and the great work you are doing to support our children's learning.

Monika Nixon in the district office will assist you in making purchases or getting reimbursements. She can be reached at [mnixon@lincnet.org](mailto:mnixon@lincnet.org).

Your LSF grant liaison for this award is me. Please do not hesitate to contact me with any questions regarding your grant award, the follow-up procedures, or the general implementation of your grant. I can be reached at [kristin.garrity@gmail.com](mailto:kristin.garrity@gmail.com). LSF board members will also be available to come to school, take pictures, lend an extra hand during implementation, or help communicate out to the parent community about your grant in action.

Again, congratulations and thank you for your ongoing work and dedication to the children of the Lincoln Public Schools.

Sincerely,

*Kristin Ramirez*

Your Name

Kristin Ramirez Events Board & Grant Liaison, Lincoln School Foundation

cc: Victoria Slingerland, LSF Co-Chair; Philana Gnatowski, LSF Co-Chair; Elizabeth Levy, LSF Treasurer; Parry Graham, Superintendent, Torrance Lewis, Assistant Superintendent, Monika Nixon, Angela Wang, Marjorie Leonard-Jeremie



## 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](mailto:mnixon@lincnet.org)
- Administrative contact for Hanscom Campus: Mary Gately - [gatelym@lincnet.org](mailto: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 2024-2025 school year, unless special permission has been granted from the LSF Board.

**Congratulations again and best of luck in your implementation!**