



THE EAST LONGMEADOW EDUCATIONAL ENDOWMENT FUND, INC.  
East Longmeadow, Massachusetts

October 4, 2019

The East Longmeadow Educational Endowment Fund (ELEEF) was established and funded by parents and local businesses as a non-profit, private foundation focusing solely on improving the quality of public education in East Longmeadow. Each year, ELEEF expects to make grants to educators for the purpose of enriching the student experience.

In order for this process to be effective, we need your help. Specifically, we need the insight, input and perspective of our teachers to be reflected in the form of a grant request that identifies unique programs, curriculum and materials that will motivate students and stimulate learning.

Accompanying this letter is a grant application form. Please provide us with as much detail as needed to support a solid understanding of your request including the ideas, goals and objectives of the request, as well as any required supplies, resources or materials required to facilitate the project or program. **Our criteria for evaluating impact grant requests is as follows: (I) The project should impact a broad number of students; (II) The educational enrichment resulting from the grant should be long lasting; (III) The school system should be committed to maintaining the program; (IV) The program/project requested would not normally be funded through the annual school budget; (V) No renewable, licensing fees will be funded; (VI) No athletic equipment will be funded.** Especially related to (III), we are requiring a signature from the Superintendent on all impact grant applications. Please note that all applications must be submitted by December 1, 2019.

We look forward to hearing from you. If you have any questions or concerns about this process, please feel free to contact me at 413 297 2882 or [akasper@savagearms.com](mailto:akasper@savagearms.com)

Respectfully,

Albert F. Kasper  
Chairperson, Allocations Committee  
East Longmeadow Educational Endowment

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P.O. Box 1011, East Longmeadow, MA 01028