



## **Everybody Needs a Buddy ~The LTEF Grant Buddy Program**

Every LTEF grant recipient is assigned a Grant Buddy at the time of funding. We appreciate you working with your grant buddy as your project/program progresses.

First Steps: Your grant buddy will be given your ltps e-mail address and will contact you. Please respond and help to set up the best way to communicate. If you don't receive an email within 2 weeks, please contact us at [info@ltefnj.org](mailto:info@ltefnj.org) and we will connect you to your buddy.

How's It Going?: Periodically let your grant buddy know how the project is going. He/She would like to know when the supplies have been ordered and come in, what your students think of the equipment and how they are using it, when the artist is scheduled to visit, etc.

The Invitation: Not all grant buddies can visit your school, but many of them can or will find another trustee to attend. Please invite your buddy and the LTEF to visit and see the project in action.

Publicity: Your grant buddy may be able to help publicize your program. Many of the buddies are willing to help you develop an article for the local paper. You can help by providing photos (with names of students whose picture can be used), student testimonials and other relevant information.

The Outcomes: Your grant buddy is interested in the outcomes of your project. He/She will be called upon to report to the rest of the LTEF trustees about the impact our funding has had. Please help them by completing your grant evaluation (in the online grant management system) so that we can all share in your success.

***Thanks for being a good buddy!***