



Ligonier Valley School District Foundation

Grant Application Guidelines

Purpose:

Grants are awarded to academic, art, and athletic projects that serve and benefit the Ligonier Valley School District.

Amount:

Maximum amount of each grant request is \$2000.00.

Guidelines:

1. Applications must be typed and submitted between September 30th and November 15th. Notification to applicants will occur in January with distribution of funds occurring in February.
2. Applications must include the following:
 - a. Grant Application (attached)
 - b. Project Description (two typed pages maximum)
 - Project rationale
 - Population it will benefit
 - Goals and/or learning objectives
3. Budget Worksheet (attached)
4. Recipients must return the Grant Follow-up Form on or before December 1st of the year following receipt of grant funds. Recipients who fail to return the Grant Follow-up Form will become ineligible for future LVSDF funding.

Limitations:

- Grant money may not be requested for salaries.
- Recipients of grant funding must wait one calendar year from the date of funding before submitting another application.
- Programs or projects must be approved by Ligonier Valley School District.

Submission Process:

1. Submit Academic and Arts application paperwork to your building principal for signature approval.
2. Submit Athletic applications paperwork to the athletic director and building principal for signature approval.
3. Once applications have building principal signature approval, submit all paperwork to the superintendent for signature approval.
4. The superintendent will submit the application for LVSD School Board of Directors approval.
5. Once School Board approval is obtained, the superintendents office can submit the completed application to the LVSD Foundation via e-mail at grants@lvsdfoundation.org.

Selection:

LVSD Foundation Grant Committee will review all grant applications and make recommendations to LVSD Foundation Board of Directors. The LVSD Foundation Board of Directors will review the applications at the January board meeting. All awards are contingent upon LVSD School Board of Directors approval.

Please contact the Foundation at contact@lvsdfoundation.org with any questions.



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Grant Application Request

Date of Application _____

Project Name _____

Location of Project (School or schools, other sites) _____

Grade level(s) Targeted _____

Number of Students Involved (approximate) _____

Brief Project Description

Is this project sustainable over more than 1 school year? _____ If so, how?

Amount Requested _____ Total Project Budget _____

Other sources of funding, if applicable _____

Contact Person _____ Telephone _____

Address _____ E-mail Address _____

TYPE OF REQUEST (Check all categories that apply.)

Arts _____ Academics _____ Athletics _____

Other (please explain) _____

____ Seed money for new program

____ Equipment or facility needs

____ Special project

____ Specialized or technical research

____ Capital campaigns with specific goal(s)

____ Other (please explain)

APPROVAL SIGNATURES

Building Principal or Athletic Director _____ Date: _____

Superintendent _____ Date: _____

LVSD School Board Approval Date: _____ LVSD Foundation Board Approval Date: _____

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Grant Budget Worksheet

Grant Proposal Title: _____

Total Projected Costs-Break down all aspects of the costs for this proposal. Additionally, please indicate below if there are additional funding sources associated with this proposal.

Quantity	Item Description	Vendor	Total
TOTALS			

Feel free to attach additional information to aid the school district in completing the purchase. Please remember to include shipping costs as a line item when calculating your expenses.

Have any of the following contributed to this proposal?

- Club/Group contributions form fund-raising efforts
- School Contributions
- Other