



Ligonier Valley School District Foundation

Designated Gift Guidelines

Purpose:

Designated gifts are donations made to the Ligonier Valley School District Foundation with a specific purpose for a program that will serve and benefit the Ligonier Valley School District.

Guidelines:

1. Applications must include the following:
 - a. Designated Gift Application (attached)
 - b. Project Description (two typed pages maximum)
 - Project rationale
 - Population it will benefit
 - Goals and/or learning objectives
2. Budget Worksheet (attached)
3. Recipients must return the Grant Follow-up form within 12 months of receiving the funds. It can be found on the LVSD Foundation website (www.lv sdfoundation.org).

Limitations:

- Grant money may not be requested for salaries.
- Programs or projects must be approved by Ligonier Valley School District.

Submission Process:

1. Submit the completed application and all supporting documents to the LVSD Foundation via e-mail at grants@lv sdfoundation.org.
2. If you have already obtained Superintendent and School Board approval, please indicate, and provide documentation. Examples of acceptable documentation can be, but are not limited to, e-mail approvals from administration and minutes from School Board meetings. If you have not received approvals, the LVSD Foundation will engage with Ligonier Valley School District administration to obtain the proper approvals before proceeding.

Selection:

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

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



Ligonier Valley School District Foundation, Inc.

Designated Gift

Date _____

Project Name _____

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

Grade level(s) Targeted _____

Number of Students Involved (approximate) _____

Brief Description of Gifts Purpose _____

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

Gift Amount _____ Total Project Budget _____

Other sources of funding, if applicable _____

Contact Person _____ Telephone _____

Address _____ E-mail Address _____

TYPE OF GIFT (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)

APPROVALS

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



Ligonier Valley School District Foundation

Designated Gift Budget Worksheet

Designated Gift 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 from fund-raising efforts

School Contributions

Other _____