



LIGONIER VALLEY SCHOOL DISTRICT FOUNDATION, INC.

EMERGENCY GRANT APPLICATION REQUEST

Date of Application _____ EIN Number _____

Department Name _____

School/Grade Level(s) _____

ORGANIZATION REPRESENTATIVES

President/Executive Director _____ Phone _____

Alternate Contact _____ Phone _____

TYPE OF REQUEST (check category)

_____ Special project such as the arts, health, or education

_____ Seed money for new program

_____ Equipment or facility needs

_____ Specialized or technical

_____ Capital campaigns with specific goal(s)

_____ Kidz Kare Fund

REQUIREMENTS FOR APPLICATION

- Grants can be made only to an organization having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Project must benefit or service the Ligonier Valley School District.
- Grant request **MUST** be submitted 1 week ahead of the next scheduled LVSD Foundation board meeting. Meeting dates are posted on our website (www.lv sdfoundation.org)
- Grant Proposal grows from a sudden, unexpected need for the LVSD Students and the timing conflicts with the LVSD Foundation normal grant cycle.
- Grant Proposal has been delayed due to uncontrollable circumstances outside of the Ligonier Valley School District, thus preventing the application submission meeting the required deadline.
- District groups that receive an approved grant cannot apply for another grant for one calendar year from the last day in the quarter they received their grant.

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST

- A copy of the organization's IRS Tax Exempt status under 501(c)(3) of the Internal Revenue Code.
- A cover letter giving the date of the organization's board approval of the project; who will oversee the project; and the amount of money requested.
- An itemized list of expenses for the entire project.
- Justification of the project (why needed, who will benefit, etc.) Please try and keep to 2 pages in length.
- Evidence that the grant was unable to be submitted and needs reviewed outside of the normal grant review process of the LVSD Foundation.

SUBMIT ALL REQUIRED DOCUMENTS VIA E-MAIL TO:

grants@lv sdfoundation.org

April 29, 2016