



# Ligonier Valley School District Foundation, Inc.

## Emergency 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: \_\_\_\_\_

## **REQUIREMENTS FOR APPLICATION**

- Project must benefit or serve the Ligonier Valley School District.
- Grant request **MUST** be submitted 1 week ahead of the next scheduled LVSD Foundation board meeting. Meetings dates are posted on our website ([www.lvsdfoundation.org](http://www.lvsdfoundation.org)).
- Grant proposal grows from a sudden, unexpected need of the LVSD Students and the timing conflicts with the LVSD Foundations 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.
- Emergency grants are limited to a maximum of \$1000.
- 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.
- Recipients must return the Grant Follow-Up Form on or before one calendar year following receipt of grant funds. Recipients who fail to return the Grant Follow-Up Form will become ineligible from future LVSDF funding.

## **PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST**

- Project description, including why needed, who will benefit, etc. (two pages maximum)
- Organizations submitting requests must include evidence of their Board's approval of the request, EIN, and a copy of the IRS Tax Exempt status under 501(c)(3) of the Internal Revenue Code.
- An itemized list of expenses for the entire project. (one page maximum)

## **SUBMISSION PROCESS:**

- If your grant is for Academics or Arts, submit all paperwork to your building's principal for approval. If you grant is for Athletics, submit all paperwork to the Athletic Director for approval.
- Building Principals & Athletic Director, once the application is approved via signature, submit all paperwork to the superintendent for approval.
- Superintendent, once the application is approved via signature, submit all paperwork to the LVSD Foundation via e-mail at [grants@lvsdfoundation.org](mailto:grants@lvsdfoundation.org).

Please contact the Foundation at [contact@lvsdfoundation.org](mailto:contact@lvsdfoundation.org) with any questions.