



Ligonier Valley School District Foundation, Inc.

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 applications must be submitted between September 30th and November 15th. Notification to applicants and distribution of funds will occur in January.
- The maximum amount of each grant request is limited to \$1500.
- 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 February 28th of the 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 your 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.

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