



**Name:**  
**Email Address:**  
**School:**  
**Subject/Grade:**

**Amount Requested:**  
**Date:**  
**Contact Phone:**

**Project Title:** (This name will be used in publicity so be creative but keep it short and have it pertain to your topic)

## Grant Contract Information

Applications due October 17, 2016 through January 16, 2017

**I UNDERSTAND and AGREE TO THE FOLLOWING:**

- This project does not replace or supplant programs funded through the District.
- Grant funds must be used by the respective dates stated in the application and any amount not used during that time will be returned to the LEF.
- LEF will not reimburse any costs of the project above the grant award or pay for those costs or items not included in the proposed budget.
- LEF has the right to use this project, if funded, for public information purposes or to help other educators.
- Applicant will give recognition to LEF for funding the grant in an effort to show appreciation to LEF's donors and encourage continued financial support. For instance, when mentioning a new project, equipment, etc., please make note "funded by Livingston Education Foundation." Photos are much appreciated as well. The more exposure we have, the easier it is to raise additional funds.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

**For LEF use only:** Project # \_\_\_\_\_ Funds Allocated \$ \_\_\_\_\_ Date: \_\_\_\_\_



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## Enrichment Grant Application

**1. Have you been previously funded by LEF? \_\_\_\_\_ If so, list project and date: \_\_\_\_\_**

**2. Summary of your proposal:** *(This should be no more than 2-4 sentences but paints a vivid picture of what you would like to do.)*

**3. Explain what need you saw that created your interest in this proposal:**

**4. Describe your target population and the number of students to be served:**

**5. Describe how you plan on implementing your grant (be specific) and provide a timeline of when you would like the funding. (This information is necessary to assist in allocating approved funding in a timely manner.)**

**6. Describe how this project might be self-sustaining in the future:**

**7. List any final comments/explanation about the project:**



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## BUDGET

LEF FUNDS REQUESTED:

<b>LEF FUNDS AWARDED:</b> (Office use only)
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**COMPLETE ONLY APPLICABLE CATEGORIES! DELETE UNUSED SECTIONS.**

**DESCRIPTIONS**

**TOTALS**

<b>Personnel:</b> Position/Job Title: Name: Wage/Hour:            Number of Hours: Total Cost:	
<b>Equipment:</b> Name of Equipment: Ordered From: Number Needed and Cost of Each: Shipping: Total Cost:	
<b>Software:</b> Name of Equipment: Ordered From: Number Needed and Cost of Each: Shipping: Total Cost:	
<b>Materials &amp; Supplies:</b> (If the total is more than 10% of budget, then it needs to be itemized.) i.e. Paint \$152, Paper, \$48.88etc.: Total Cost:	

