

# Livingston Education Foundation Enrichment Grant/Initiative Application

**\*\*Applications Now Accepted Year-Round\*\***

**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)**

## I UNDERSTAND and AGREE TO THE FOLLOWING:

- This project does not replace or supplant programs funded through the District.
- Grant funds must be used within one year of award unless otherwise noted in application, any amount not used during that time will be returned to the LEF.
- Any amount spent over the amount awarded is the responsibility of the grantee and will not be covered by LEF.
- 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.
- I will support LEF by participating in one of their annual events:
  - Lip Sync Battle
  - Scavenger Hunt
  - Fun Run

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

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

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



Livingston  
Education  
Foundation

Strong schools build strong communities.

# Grant/Initiative Information

- 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:** *(Ex: Is this a multi-year project; next semester; next year; etc.)*
- 6. Describe how this project might be self-sustaining in the future:**
- 7. Are you asking for an electronic device? If so, have you spoken to your school's IT staff for advice on selection? Please describe.**
- 8. List any final comments/explanation about the project.**

# Budget

*Complete only applicable categories, leave unused sections blank. Please include information on a separate sheet if necessary.*

<b>DESCRIPTION</b>	<b>TOTAL</b>
<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 please include itemized sheet.) i.e. Paint \$152, Paper, \$48.88etc.: Total Cost:	
<b>In-Kind:</b> Who or What: How much/hour:      Number of hours:      Type & Number of Materials: Description of Service or Staffing: Total In-Kind Cost:	
<b>Registration Fee:</b> For What: How Many: Total Cost:	
<b>Transportation: (Use District Bus Guidelines and Fee Schedules)</b> To Where:      Number of Miles: Cost/mile: Total Cost:	
<b>Travel: ( Use District pay scale)</b> To:      Number of Miles: Cost/mile: Total Cost:	
<b>Other:</b>   	
<i>Grant funds must be used within one year of award unless otherwise noted in application, any amount not used during that time will be returned to the LEF.            Any amount spent over the amount awarded is the responsibility of the grantee and will not be covered by LEF.</i>  <b>TOTAL:</b>	