

LANSING EASTERN HIGH SCHOOL ALUMNI FUND GRANT APPLICATION

This application will be used by the Lansing Eastern High School Alumni Fund Advisory Committee (LEHSAF)—an advisory committee of the Capital Region Community Foundation, to recommend grants that must benefit Lansing Eastern High School, its students or faculty by providing charitable support for special programs or equipment.

Project Name: _____

Amount Requested: \$ _____ **Total Project Cost:** \$ _____

Grant Request From: _____
(Name or Name of Organization within LEHS)

Head Person or Authorized Agent: _____
Name and Title

Address: (If not a staff member of Lansing Eastern High School) _____

City: _____ **County:** _____ **State & Zip:** _____

Telephone: _____ **FAX:** _____ **Email:** _____

Are you requesting funds for a **new program**? Yes _____ No _____ ; an **existing program** Yes _____ No _____

OR a **capital request** (i.e. to purchase equipment, build or renovate a building)? Yes _____ No _____

Will this grant from the LEHSA Fund help meet a **required match**? Yes _____ No _____

If yes, by whom and the matched amount

- 1.
- 2.
- 3.

List all **previous grants** received from the LEHSA Fund through the application process within the last five years:

<u>Purpose/Project</u>	<u>Amount</u>	<u>Date</u>

Grant Purpose Synopsis (50 words or less): (What would the grant money be used for?)

Number of students and age group to be served by project/ program # _____ Age group/Grade: _____

Beginning and ending dates of project/program: _____

Date(s) the grant funds would be needed: _____

Itemized Budget: (In order of priority)

Item	Amount
Total	

SIGNATURES:

Applicants Signature

Date: _____

Printed Name Title:

Title: _____

Principal's Signature

Date: _____

NARRATIVE

Please provide the following information in this order, using these headings, subheadings and numbers.

The Narrative is **not to exceed two pages** (one side counts for one page), may be single spaced in not less than 11-point font size.

1. Purpose of Grant
 - a. Statement of needs/problems to be addressed, description of target population and how they will benefit.
 - b. Description of project goals and objectives.
 - c. Plans to accomplish goals and objectives.
 - d. How will this program help students to develop assets or skills, i.e. commitment to learning, positive values, positive relations skills, decision-making skills, positive sense of self worth, purpose and power?
 - e. Timetable for implementation.
 - f. Are there other partners in the project and what are their roles?
 - h. Describe the qualifications of key staff, volunteers and students that will ensure the success of the program.

2. Evaluation (If funded, the Community Foundation will also supply an Evaluation form to be completed.)
 - a. Plans for evaluation including how success will be defined and measured.

Please Note: Project or program for which funding is being requested cannot take place before grants are reviewed.

ASSISTANCE: If you would like to discuss a grant idea, verify qualification of your proposal or organization, or have any questions at all, please call Stefanie Dummer, at 517-775-4906, and she will be happy to help in any way possible.

The Lansing Eastern High School Alumni Fund Advisory Committee will review all applications.

All Applications are due by September 30.