

LAKE TAHOE EDUCATIONAL FOUNDATION FALL GRANT APPLICATION: DUE SEPTEMBER 30, 2019



Founded in 1989, the Lake Tahoe Educational Foundation (LTEF) has dedicated itself to excellence in education by helping to support the educational programs and needs of the Lake Tahoe Unified School District in South Lake Tahoe, California. The Foundation is a public, non-profit organization run by a 21-member volunteer board with no overhead administrative costs. LTEF provides start-up funds to support new and innovative enrichment programs at all the district schools. This is done through a fall season grant request process. LTEF has awarded over \$500,000 to our local schools in the past decade.

Grants are funded once per year, in the fall. The application has two sections, A and B.

- **Section A**, the Program or Project Detail, asks for short specific details. This section requires no more than one half page to provide all of the requested information.
- **Section B**, the Program or Project Narrative, is the place to describe your program or project in two (2) pages or less. Please include:
 - the need you are trying to address
 - your anticipated project outcomes
 - what specifically the students' involvement will be
 - how you will measure the success of achieving your outcomes.
- **We require that you submit photographs, a slide show, and/or create and submit a short video of your completed program or activity before the end of the 2019-2020 school year.**
 - Photographs can be sent to:
 - Lake Tahoe Educational Foundation
P.O. Box 14387
South Lake Tahoe, CA 96151
 - Videos can be posted to You Tube, and send a copy of the link sent to us at lake.tahoe.educational.foundation@gmail.com.
 - A slide show presentation can be sent to us at lake.tahoe.educational.foundation@gmail.com
- Please remember to have any students fill out the **photo/video waiver** form (available on our website) and maintain records of signed forms. Alternatively, you can include language in your program's promotional/registration material that states "by participation in this program, I give consent for my and/or my child's image to be used in video/photographic documentation of this program for LTEF promotional purposes."

To assist you in filling out this application form, the funding criteria are listed below.

1. The program/project is a Lake Tahoe Unified School District sanctioned activity and you have received, and will provide to us, **written support from the school site principal (if the proposal is school specific) or the District administrator (if the proposal is for a District-wide activity).**
2. The program/project advances LTUSD students' education.
3. The grant funds will be used for educational purposes and will **NOT** be used for volunteers, district professional staff stipends, or for general technology needs provided by the district (e.g. computers, phones, tablets, Ipads, or items in need of future repair).
4. The program/project serves a diversity of ages, school sites, interests, or a large number of LTUSD students.

5. The requested amount does not exceed \$3000.

LTEF Grant Application: Please provide the following information in a Word document.

Section A. Program or Project Detail:

- a. Project Title:
- b. Grantee Information: (The grantee is the person who will receive the funds and is responsible for project management and accountability.)
 - i. Grantee Name:
 - ii. Physical Address:
 - iii. Email:
 - iv. Phone Number: (Day time) (Evening)
- c. Start and end dates of program or project:
- d. What students are to be served (include the school site(s)):
- e. Number of students directly being served and the number of students indirectly being served. Please explain:
- f. Cost Detail: (please provide a detailed breakdown of total cost and state if you are asking for and/or have received funding from other sources to help meet your funding goals)
- g. Method by which you will provide financial accounting at the end of your project.
- h. If you have received a previous LTEF grant, please complete the following table. If you have not received a previous grant from LTEF, please continue on to Part B.

Prior Grant Recipients please complete this table	Comments
Previously Granted Project(s) name:	
Did you provide LTEF images/information for promotion of your previously funded project?	
Did you promote the finished project via social media? Where? When? Please attach photocopies.	
Did you provide LTEF with a final accounting follow-up?	
Was there money left over after your project was completed?	
Did you share your completed prior project with other classes? Schools? Districts?	

Section B. Program or Project Narrative:

Please describe your program or project in a narrative format, in **no more than two pages**. At a minimum, we suggest you include in your story the need you are trying to address, your anticipated project outcomes, what specifically the students' involvement will be, and how you will measure the success of achieving your outcomes.

***An administrative signature, or an email from an administrator, is required approving your application.**

Applications are due by September 30, 2019. Please email applications to: strain@ltcc.edu and bcomlossv@yahoo.com

Detail to Note:

Funds awarded by LTEF are to be spent during the 2019-2020 school year. Any unspent funds are to be returned to LTEF, so that monies may be used to fund future grants.