

Lower Dauphin Falcon Foundation 2023/2024 Grant Application

The Lower Dauphin Falcon Foundation (LDFF) is pleased to announce the availability of grants to support staff and community members in implementing student projects and activities that will enhance their educational experience. The grant shall support innovative or enriching student programs that promote academic excellence and improve educational quality for students in the Lower Dauphin School District (LDSD).

Name(s): _____ Date: _____

School/Community Office: _____ Grade/Dept.: _____

Phone: _____ E-mail: _____

Title of your project or activity: _____

Amount Requested: _____

Date of your activity or when materials are needed: _____

Please provide the following information on page 3 (limit to **one** page and *do not include name or identifying information within the information sheet*):

1. Briefly describe your project or activity, need, how many students will benefit and **how you will assess the success of your project after its completion.**
2. Justify your project or activity, including how it will enhance education within LDSD.
3. Provide a detailed and accurate budget (generally \$500 – \$1,000).
4. Submit your application to your Assigned Administrator (i.e., Building Principal) for approval before submission. Whether approved or not, a copy will be sent to Superintendent.

Note:

- Volunteers and/or presenters who do not currently have clearances on file at LDSD will be required to do so before contact with students.
- Any material purchases for the grant will become the property of and under the supervision of LDSD.

Complete the application form and include your one-page information sheet (details above).

Application Deadlines for 2023-2024:

October 25, 2023 (November–End of School Year)

February 14, 2024 (Summer Projects and Beginning of School Year)

Applicants will be notified of the decisions made by the Board of Directors within six weeks following the deadlines.

Evaluation Criteria

Favorable consideration is likely for projects or activities that:

- would not typically be funded from other sources such as departmental, professional, governmental, etc.
- are cost-effective regarding the number of students, staff, and/or community residents who will benefit.
- do not provide for general building budgetary items/supply costs.
- promote the interconnection and interaction between staff, community, and/or students.
- support *changes or innovations* of educational endeavors.
- display synergy with current activities.
- describe the self-sufficiency of the proposed project/activity.
- result in a continuing impact on educational or extra-curricular efforts, e.g., seed grants
- effort was given to look for other funding sources.

Funding requests submitted October 25 should be for projects during November through the end of the school year; February 14 submissions should be for projects during the summer and the beginning of the next school year.

Signature of Applicant

Date

Signature of Administrator (Indicating Approval of Submission)

Date

Received by LDFD Allocation Chairperson (Signature)

Date

Approved by Board: YES NO

(Date of Decision)

Reason for Denial of Grant Request: _____

Date Applicant Notified of Decision: _____

Information Sheet

(one page description of project/program)

Final Report

Successful applicants must submit an Expense Voucher (*last page of this document and available on our website*) **and** a brief final report ***within one month of the project/activity completion***.

The report should include a final report of expenditures with receipts, a brief statement of what was accomplished, and an assessment of the project's/activity's success.

***Digital pictures required to share LDFF grant successes!** Send to LDFF via email at foundation@ldsd.org (*Please ensure NOT to include students with a Do Not Photograph Request as photos will be posted on public sites.*).

For successful applications, both the application and final report will be presented and made available to the Foundation's Board of Directors, district administrations and staff.

Completed final reports and Expense Vouchers should be emailed to foundation@ldsd.org **or** mailed to:

LDFF
c/o Allocation Chairperson
291 E. Main Street
Hummelstown, PA 17036

Lower Dauphin Falcon Foundation

291 East Main Street
Hummelstown, PA 17036

Expense Voucher

Documentation of Expenses and Use of Grant Funds

Name(s): _____

Project/Activity: _____

Grant Amount: _____

Number of Students Served: _____

To comply with LDFF requirements, please follow these instructions *carefully*:

1. Complete the expense form **within a month** after the completion of the project.
2. Attach physical receipts of all expenses **OR scan receipts** and submit with voucher as a pdf (*preferred method*).
3. Attach a brief final written report of what was ultimately accomplished and an assessment of the project's/activity's success (*digital photos to post on our website or FB would be great!*).
4. Sign and date on the appropriate line.
5. Print or **save** a copy of the completed form for your records.
6. **Two ways to submit:** (1) **Print** and mail voucher to LDFF, c/o Allocation Committee, 291 E. Main Street, Hummelstown, PA 17036; or (2) complete electronically and **email** to foundation@ldsd.org

Date(s)	Description of Expense	Cost

Total: _____

I certify that these expenses were incurred for the purposes listed in my grant request and as listed above (your electronic signature is acceptable):

Grantee Signature

Date