

Lucas Schools Sustaining Fund Project Request Form

The Lucas Schools Sustaining Fund has been established to benefit the Lucas Local School District. The money in this Fund is being held by the Richland County Foundation. The purposes of the Sustaining Fund are to:

1. Benefit all students enrolled in Lucas Schools
2. Strengthen the Lucas Schools by funding programs which ensure excellence in the classroom
3. Build a supplementary, non-tax base of financial support for Lucas Schools
4. Bring new resources for enrichment activities to all Lucas students
5. Establish a close tie between the community and Lucas Schools
6. Establish creative partnerships between Fund donor and Lucas schools
7. Provide additional support to teachers and students
8. Provide a vehicle for Lucas Alumni to be involved with Lucas Schools
9. Enhance Lucas Schools to attract businesses and people to the Lucas School District

The Fund will be governed by a Board of Governors of the Lucas Local School District Sustaining Fund. The Fund is NOT governed by the local Board of Education or school personnel.

The Richland County Foundation invests Fund money and gives final approval for the disbursement of any money from the Fund. The Fund is established via a legal document.

Application Process: Applications are available through the Principal's office and will be on our school web site. **Please note, the original plus 9 copies must be submitted to the Principal. Applications should be legible-typed or printed.**

Grant Guidelines: Although this program is open for all educational projects, the Lucas Schools Sustaining Fund will select projects which: 1) Promote creative ideas; 2) Demonstrate educational innovation; 3) Make a difference for student learning; and 4) Are not supported through normal school operating budgets.

The Lucas Schools Sustaining Fund encourages anyone interested to apply.

**Lucas Schools Sustaining Fund
Project Request Form**

Please Type or Print Legibly

Project Director, Members & Titles:

Title of Project: _____

Amount Requested (should equal total project cost on page 2): _____

What grade(s) or ages are the students? _____

How many students will participate in the project? _____

What is the project's timeline? _____

What are the project's goals? _____

Project description: _____

What are the indicators that there is a need to be met? _____

Lesson Plan Developed? Yes _____ No _____

Would you accept partial funding? _____ If so, what will you reduce?

Project Director Signature Date Principal Signature Date

Please complete budget guidelines on next page

Project Cost Worksheet

BUDGET: Please detail the needs for your request. Describe materials or other expense involved.

<u>Quantity</u>	<u>Description of material, item or equipment</u>	<u>Budgeted amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total costs to implement the project. Complete only those costs that apply.

Basic Project cost:	\$ _____.
Purchased supplies cost:	\$ _____.
School inventory supplies replacement cost:	\$ _____.
Copier usage cost:	\$ _____.
Shipping & handling costs:	\$ _____.
Equipment cost:	\$ _____.
Network, electric wall plugs, etc. cost:	\$ _____.
Supplemental contract cost:	\$ _____.
Tuition/Registration cost:	\$ _____.
Mileage, room, board cost:	\$ _____.
Custodial cost:	\$ _____.
Project recurring/multiple use cost:	\$ _____.
Total Project Cost:	\$ _____.

Official use only (Initial):

Approvals: Project selection committee () Involved Principal ()
 Superintendent () LSSF () Richland Foundation ()
 Technology Coordinator () Maintenance ()

Comments: