

**LIGONIER VALLEY ENDOWMENT
GRANT APPLICATION FORM**

Application must be complete to receive consideration. This page must be attached to the grant proposal.

Date of Application: _____ EIN Number: _____

Organization Name: _____

Address: _____

Email Address: _____

ORGANIZATION REPRESENTATIVES:

President/Executive Director: _____ Phone: _____

Email address: _____ Treasurer: _____

Phone: _____ Email Address: _____

Amount Requested: \$ _____ Total Project Budget: \$ _____

TYPE OF REQUEST: (please check category)

_____ Special projects in such areas as health, education, environment, recreation, the arts and civic endeavors

_____ Seed money for start-up costs (new program or planning)

_____ Equipment or facility needs

_____ Specialized or technical research

_____ Grants to capital campaigns with specific goals

_____ Other extraordinary situations with details defining the circumstances

REQUIREMENT FOR APPLICATION:

- Grants can be made only to an organization having tax exempt status under Section 501c3 of the Internal Revenue Code.
- Projects must benefit and/or service the communities and residents within the geographical boundaries of the Ligonier Valley School District.
- Grant requests are considered on a quarterly basis by the Board of Governors of The Ligonier Valley Endowment. Requests must be received at the **Endowment Office** before the following dates:

1st Quarter: January 10

3rd Quarter: July 11

2nd Quarter: April 11

4th Quarter: October 13

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:

- A copy of the organization's IRS tax exempt status under 501c3 of the Internal Revenue Code.
- A cover letter giving the date of the organization's board approval for the project and the amount of money requested.

A. ORGANIZATION INFORMATION

1. Briefly describe your organization, its purpose and the governing structure.
2. Explain if other organizations are involved.
3. Please provide latest year-end financial statement of the organization.

B. PROPOSED PROJECT

1. Describe the program or project that needs funding:
 - a. Why is it needed?
 - b. Who will be served and how will they benefit?
 - c. How will the community benefit?
2. Describe the steps to implement this project and indicate who is responsible for the overall project.
3. Explain how the success of the project will be evaluated.

C. BUDGET INFORMATION

1. Itemize the expenses to be funded by this request.
2. Indicate the entire project budget including the amount requested.
3. Note source of cost estimates; include bids solicited or comparison prices.
4. Identify other sources of funding for this project.
5. Identify financing method to sustain this project.

D. PLEASE SUBMIT TWO COPIES OF THIS APPLICATION TO:

**The Ligonier Valley Endowment
Town Hall
120 East Main Street
Suite 6
Ligonier, PA 15658**