

# REQUEST FOR SPECIAL PROJECT FUNDING



## LAFOURCHE EDUCATION FOUNDATION, INC.

### Application for Funding for Special Project

**STATEMENT OF NEED:** The Lafourche Education Foundation, Inc. provides funding for a limited number of special projects which have the potential to impact schools in a positive manner. The duration period for the special project can be for up to one year.

**MISSION:** *Recognizing that the strength of our community depends on the enrichment of public education, the mission of the Lafourche Education Foundation, Inc. is to raise and invest funds for charitable purposes that support, improve and advance public education in Lafourche Parish.*

**BASIC INFORMATION:** *The foundation is a 501C(3) non profit organization founded in 1997. The foundations' goals/vision are to raise and invest money from the private sector, to support teachers in their work and professional growth by encouraging best practices in education through the awarding of grants and prizes, to support innovative actions that lead to academic excellence for students, to involve the community and link community resources with school needs, and school resources with community needs, and finally, to support and stimulate learning of children within the Parish.*

#### Important Note

Applications will be accepted from any public school or entity within the public school system in Lafourche Parish. The LEF Board encourages schools/entities to apply for monies to implement projects which will impact learning in a positive manner.

IT IS THE RESPONSIBILITY OF THE SPECIAL PROJECT APPLICANT TO OBTAIN THE APPROVAL OF THE SUPERINTENDENT ON THE SPECIAL PROJECT APPLICATION.

## LEF SPECIAL PROJECT GUIDELINES

### RESTRICTIONS:

- Permission to apply for a special project must be obtained from the Executive Director of LEF prior to the completion of the application. Only one application for a special project may be submitted by a school/entity of the Lafourche Parish School system during a one year period. Schools are encouraged to apply for a School-Wide Grant which is offered on an annual basis. Special projects will be considered only during special circumstances.
  
- Budget requests may include:
  - supplies and materials needed to accomplish the special project ;
  - equipment, if purchased, must be for the express use with this project ; and
  - salaries, if requested, must be for a new employee, or, used to compensate regular employees for extended hours of work directly related to the implementation of this project.
  
- ***FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN REJECTION OF THE APPLICATION.***

**REVIEW:** Applications received in accordance with the guidelines will be submitted for review by the LEF Board of Directors. Applications will be evaluated on a merit basis. Funding for special projects is dependant upon the availability of funds for special projects.

**CONTRACTS:** A grant contract will be the legal mechanism for funding.

**GRANT PERIOD:** Grant period can be for up to one year.

**PAYMENT AND REPORTING:** A check for monies awarded will be issued no later than ten (10) days after receipt of the fully executed contract. ***A final report will be due upon completion of the project.***

**CONFIRMATION OF RECEIPT OF APPLICATION:** Confirmation of receipt of application will be mailed/ emailed to the project director following review for compliance to guidelines.

**ANNOUNCEMENT:** Announcement of special projects to be awarded will be made immediately after LEF Board approval.

**APPLICATIONS SHOULD INCLUDE AND BE ORDERED AS FOLLOWS:**

**(ALL FORMS PROVIDED MUST BE USED.)**

**A. Cover Page** (Form attached)

*Note: Signature of applicant, school principal or direct supervisor and school superintendent are required.*

*The application can be submitted by any school employee.*

*When submitting the application, include the original and 4 copies. All copies of the application must be stapled in the upper left hand corner; paper clip the original copy.*

**B. Abstract Page** (Form attached)

**C. Project Overview** (This section should not exceed two typewritten pages. Font size should be no smaller than a twelve-point typeface. Items 1-5 must be numbered in application.)

1. Explain the need for this project .
2. List the goals and objectives of the project.
3. List and describe activities that will be undertaken.
4. Describe how equipment, if requested, will be used and the impact on project outcome.
5. Detail expected outcomes from implementation of this project.

**D. Budget** (Form attached)

APPLICATIONS SHOULD BE SUBMITTED TO THE FOLLOWING ADDRESS:

*DR. JUDY THERIOT, EXECUTIVE DIRECTOR  
LAFOURCHE EDUCATION FOUNDATION, INC.  
P.O. BOX 529  
THIBODAUX,, LA 70302*

**Inquiries about the special project application process should be mailed to Dr. Theriot, addressed as above or directed to her at (985-448-4315) or (985-209-5387 - cell) or to *judy.theriot@nicholls.edu* Your request will be answered promptly.**



## ABSTRACT PAGE

### ABSTRACT

In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this special project application be chosen for funding.

