

# *Friends and Alumni of Lookeba-Sickles Schools, Inc.*

## **Teacher/Staff Grant Application**

DATE

APPLICANT'S NAME

SCHOOL SITE: Elementary

☐

Jr/Sr High

☐

PROJECT TITLE

DOLLAR AMOUNT REQUESTED

SIGNATURE OF PRINCIPAL

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SIGNATURE OF APPLICANT

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APPLICANTS PHONE NUMBER

1. What is the major need this project addresses?

2. Describe your project (include your objectives, materials you will need, and methods.)

3. Approximately how many pupils will be affected by this project?

4. How will you evaluate whether your objectives have been achieved and whether your project is successful?

5. Detail your budget request. Include specific information such as materials and equipment needed, sources of supplies and costs.

ITEM	SOURCE	COST
Total Amount Requested		\$

## Guidelines for Applications

1. Applications will be due to the Foundation on **February 1** each year.
2. All employees in the Lookeba-Sickles School District who have contact with students in a learning environment are eligible to apply for and receive a grant for funds to enhance their classroom or specific program.
3. Principals may make application for grants on behalf of a group of teachers.
4. Grant recipients will be determined by the vote of the L-S Friends and Alumni Foundation Board members.
5. Award recipients will write a paragraph and send to the 'Board' regarding the outcome of their project.
6. Dollar amounts awarded will be based on the number of applications received, amount of money requested and the funds available.
7. You may access a form online at [www.lookeba.k12.ok.us/page/l-friends-and-alumni](http://www.lookeba.k12.ok.us/page/l-friends-and-alumni). The form can be filled in on computer, but must be printed, signed and delivered to the coordinating principal's office by **February 1**.
8. If your grant application is funded, please email receipts to [friendsandalumni@lookeba.k12.ok.us](mailto:friendsandalumni@lookeba.k12.ok.us) no later than **September 1** for reimbursement. You may send them any time before that date and they will be paid promptly.