



FALCON FOUNDATION CAPITAL PROJECT REQUEST

Foundation Mission: The Falcon Foundation is incorporated exclusively for charitable, educational or scientific purposes, particularly to support and enhance the educational and enrichment opportunities (social, cultural, and athletic) for all people in the Cornwall-Lebanon community.

Objective of Capital Projects Committee: To develop and maintain an inventory of capital projects that support the Foundation Mission Statement, involve the purchase of equipment and/or facilities within the Cornwall-Lebanon School District and are appropriate for individual or small group financial backing

Capital project characteristics:

- ◆ Must support the spirit of the Foundation’s Mission Statement
- ◆ Satisfy needs not addressed by the School District budget
- ◆ Have estimated capital cost over \$1,000
- ◆ Design must be approved by the CLSD Administration
- ◆ Design must satisfy all Federal, State, Municipal, Board of Education and all other Agency regulations

Selection Process:

- ◆ Requests for Foundation Capital Projects can be initiated by anyone as long as the project involves equipment/ facilities within the CLSD.
- ◆ All requests will be reviewed by the CLSD Administration to determine if any items conflict with other planned facilities and to provide feedback to the Foundation on overall benefits to the District.
- ◆ All requests will then be reviewed by the Falcon Foundation Capital Projects Committee and recommendations for the Foundation Capital Projects Listing will be made to the Foundation Board.
- ◆ The Falcon Foundation Board will determine and approve the final project listing.

Evaluation of individual projects will be based on the following:

- ◆ The overall effect on the “educational and enrichment opportunities for all people in the Cornwall-Lebanon community”
- ◆ The size of the School District population affected by the project
- ◆ The agreement by the District to support and maintain the equipment/facility in future years
- ◆ Project creativity and uniqueness

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SEND TO: Falcon Foundation
Capital Projects
105 East Evergreen Road
Lebanon, PA 17042
Attn: Jennifer Kuntz

ADDRESS QUESTIONS TO: Jennifer Kuntz
Email: jenniferkuntz@yahoo.com
Phone: (717) 877-8699

Date of application: _____

Name: _____
(First, middle initial, last)

Address: _____

City, State, Zip: _____

Phone: _____ e-mail: _____

Title of Project: _____

What school/ organization does this project impact? _____

ADMINISTRATIVE APPROVAL

Administrative approval must to be secured by the applicant before applying by BOTH your building Principal and a District level administrator (such as Superintendent, Director of Education, Director of Technology or Director of Business Affairs).

1. Signature _____ Title _____ Date _____

2. Signature _____ Title _____ Date _____

Do you approve of your building's participation in this project? YES NO

Are district funds available for this project? YES NO

If so, what amount can you commit to this project? \$ _____

If not, please state the reason why district funding is not available: _____

- ◆ Please attach a BRIEF description of the proposed project *paying strict attention to the criteria on page 1 of this application.*
- ◆ If an itemized budget is not available, please attach an estimated project cost.
- ◆ Approved projects must exceed \$1,000.00 in total cost.

Applications deadlines are March 15 and October 15 each year. An updated listing of all approved Capital Projects will be made available at the CLSD Administration Building.

Application cannot be considered unless all parts are clearly completed.

Signature: _____ Date: _____

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Project Title: _____

Project Description:

What are the benefits of this project to the students/ District/ community?

Number of Students/ Faculty/ Parents/Other District Personnel affected:
_____ / _____ / _____ / _____ (each year)

Estimated initial cost: (per component if available)

Estimated yearly maintenance cost: _____

Are there drawings or sketches available showing location? _____

If so, please attach them to this form.

Has any funding already been collected or offered? _____

Can this project be completed in stages?
