



**FALCON FOUNDATION
PROJECT GRANT APPLICATION
2023-2024 SCHOOL YEAR**

Name: First _____ MI _____ Last _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

Name of Project: _____

Amount Requested _____ Total Cost of Project: _____

What school or organization does this project impact? _____

Please sign below to indicate that all information provided in this application is correct.

Applicant's Signature _____ Date _____

Applicant's position in the Cornwall-Lebanon School District community _____

ADMINISTRATIVE APPROVAL

Administrative approval must to be secured by the applicant before applying by BOTH your building Principal and a District level administrator.

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: _____

On a separate sheet of paper, please number and respond to the following items individually:

1. How does the project reflect the spirit of the Foundation's Mission Statement?
2. List the project's objectives, methods, and a time line for implementation.
3. Who will carry out the project? Where will it take place?
4. Include a detailed, itemized budget for the whole project, indicating how Falcon Foundation funds would be spent.
NOTE: Sometimes parent organizations, booster clubs or administrators have funds available for special projects. Please include the names of other organizations or individuals you have approached for funding and amounts committed.
5. If you do not receive Falcon Foundation funding, how will your project be funded?
6. How is the project creative or unique?
7. Will the project help a large population of CLSD students? If only a few CLSD students will be reached, how can the project funds be justified?
8. How will the project's success be monitored and what are the plans for doing so?
9. Does the project focus on a need not addressed by the School District budget?
10. Is the project an on-going or short-term project?
11. Is an annual commitment required? (Falcon Foundation grantees may receive funds for a maximum of two years for the same project. A second application must be submitted for second-year funding.)
12. Has this project been previously implemented in your school? If so, how was it funded?



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Application Information

Foundation Grants will support projects in the following categories:

- ◆ Community initiatives such as programs for at-risk students, community service projects, job pairing/shadowing programs, and student internships.
- ◆ Innovative academic, artistic, or vocational educational experiences supplementing the normal curriculum and extracurricular activities of the Cornwall-Lebanon School District.
- ◆ Expanded educational opportunities to include adult educational programs or student enrichment.

Obligations of the Grantee:

- ☐ Applicant is expected to secure administrative approval for the proposed project before applying.
- ☐ The applicant must ensure that the project complies with appropriate municipal, CLSD Board of Education, corporate, and/or other agency's regulations prior to submission of the document.
- ☐ Any publicity regarding the project should include the Falcon Foundation name and its logo as the funding source.
- ☐ All materials, software, hardware, student or teacher workbooks, etc., will remain the property of the Falcon Foundation as appropriate. This includes all evaluation and measurement data associated with the project as well as any items purchased with the grant monies. Therefore, as property of the Falcon Foundation, materials may be made available to others within the Cornwall-Lebanon School District in the future.
- ☐ The proposal is to be followed as written. Grants & Awards must approve any modifications.
- ☐ The Project Grant recipient will be expected to provide monthly reports to the assigned liaison as required by the Foundation on the progress of the activity and the expenditure of the Grant funds.
 - ☐ The Project Grant recipient will provide the Falcon Foundation with an "End of Project" report summarizing all pertinent aspects of the project within one month of completion of the project.
- ☐ The Award Recipient (or a designee) is required to attend the awards reception hosted by the Falcon Foundation on the fourth Wednesday in September.

Additional Information:

- ☐ This application will not be considered unless all parts are clearly completed.
- ☐ Funding requests can range from \$50 to \$1000. Grant requests may be fully or partially funded.
- ☐ Grants & Awards will complete the review of applications within one month of the deadline. Applicants will be notified by mail of award decisions within seven weeks of the deadline.
- ☐ An interview may be scheduled at the discretion of the committee.
- ☐ Please make and keep copies of all submitted materials for your records.
- ☐ Observe the appropriate deadline. The application deadline will be strictly enforced.

Completed Applications must be received by the appropriate deadline:

October 15, 2023: Funds awarded are to be used December 1, 2023 through May 31, 2024.

April 15, 2024: Funds awarded are to be used June 1 through November 30, 2024.

Completed application should be post marked or date stamped at the District office by deadline:

Falcon Foundation Grants & Awards
105 East Evergreen Road
Lebanon, PA 17042

Please address all questions to Falcon Foundation Grants & Awards Co-chairs:

John Sowizral, (717) 269-9289

Or, via email: falconfoundation@clsdk12.pa.us

Mission: *The Falcon Foundation was incorporated in 2000 exclusively for charitable, educational and scientific purposes, particularly to support or enhance the educational and enrichment opportunities (social, cultural, and athletic) for all people in the Cornwall-Lebanon community.*