

## Logan Elm Education Foundation (LEEF)

"FAST TRACK" 2024-2025

Request Procedure and Application

### Procedure for filing request:

1. Complete application - Further supporting evidence may be attached but not required.
2. Send your request to a Logan Elm Education Foundation (LEEF) Board Member and the District Office.
3. LEEF will notify you if your request is approved or denied.

<b>Academic area:</b>	<b>Staff member name (print):</b>
<b>Grade level:</b>	<b>Number of students impacted:</b>
<b>School:</b>	<b>Project budget:</b>

<b>Project goal and proposal:</b>
<b>Project timeline:</b>
<b>Evaluation planned:</b>

Grant monies will be deposited in the Principal's account and all grant expenditures will need to be documented with receipts or other evidence of expenditure.

Please work with LEEF to notify Principal of grant amount and approval. In some situations, grant monies may be awarded differently.

**Upon completion of grant work, please send a picture of the activity and short synopsis to, Jackie Rose at: 614-735-7083 or via email: LoganElmEF@gmail.com, PR & Marketing member of the LEEF Board of Directors.**

**Commitment statement:**

I agree if awarded this proposal, I will seek approval from LEEF board if changes in budget are needed. I also agree to identify LEEF as the sponsor of this project and agree if called upon to present the project and findings to the Logan Elm Board of Education, to the LEEF board of directors and community members in attendance at LEEF functions. LEEF requires/requests a photo of student(s) with the equipment purchased, or of the activity or field trip funded by this grant to be submitted to LEEF.

**Staff member signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's signature of approval/support:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please visit us online at:  
[LoganElmEducationFoundation.org](http://LoganElmEducationFoundation.org)



UPDATED: 10/01/2024

For office use only:

Date received \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other \_\_\_\_\_