

**Logan Elm Education Foundation**  
"FAST TRACK" 2020-2021  
LEEF Request Procedure and Application

**Procedure for filing request:**

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

**ACADEMIC AREA** \_\_\_\_\_

**GRADE LEVEL** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

**STAFF MEMBER NAME (PRINT)** \_\_\_\_\_

**PROJECT GOAL AND PROPOSAL:**

**PROJECT BUDGET:**

**NUMBER OF STUDENTS IMPACTED** \_\_\_\_\_

**PROJECT TIMELINE** \_\_\_\_\_

**EVALUATION PLANNED:**

Grant monies will be deposited in 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, Erica Tucker at: 740-497-2934 or via email: [etucker@pickaway.org](mailto:etucker@pickaway.org), 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 FUNCTION. 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** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE OF APPROVAL/SUPPORT** \_\_\_\_\_