



Grant Application Guidelines

Who May Apply:

LFHS faculty and staff, students and parents, Lake Forest, Lake Bluff and Knollwood community groups.

How to Apply:

The Application

The grant application can be found on the LFHS Foundation web site, www.lfhsfoundation.org, by clicking on the “Grants” drop down screen and then selecting “Grant Application and Forms”.

Applicants must complete the Grant Application, a WORD document with an embedded EXCEL spreadsheet. The committee asks that answers to all questions be **typed in the fields provided**. If additional information is required, please feel free to provide it as a supplement and submit it with the other required forms.

A note regarding bid requirements: The Illinois School Code requires that all contracts for supplies and materials involving expenditure in excess of \$10,000 must adhere to the BIDDING PROCESS. When developing a Foundation grant application keep this requirement in mind, as it will add to the timing and implementation of the entire process. Certain products (such as technology) are exempt from competitive bidding requirements. For more specific information, please contact the LFHS Business Office.

Approvals and Reviews

The appropriate Department Chair or Instructional Director must approve the application before it is submitted. Students, parents and community groups are required to have a faculty Department Chair, Instructional Director, or administrator serve as a sponsor.

During the formal review process, the Grants Vice-Chair will meet with the D115 Technology Director and the Director of Building & Grounds to review applications to identify any potential compatibility issues with the school’s technology and building infrastructures. It is the strong recommendation of the Grants committee that the applicant brief these individuals in advance to anticipate and resolve any issues. Any grant found to be in conflict or outside these parameters will be returned to the applicant without further review. During this time, the Grants Vice-Chair will also meet with the LFHS principal to ensure each application supports the LFHS curriculum. This administrative support and approval will be required for further review and consideration.

Submission Process and Deadlines

The application must be submitted via email to the LFHS Foundation's web site (lfhsfoundation@gmail.com) by the end of the school day on the last Friday in February.

***No application will be accepted after the deadline.
Receipt of the application will be confirmed via e-mail.***

The Foundation understands there may be unforeseen opportunities that may arise early in the school year that do not coincide with the published spring grant submission and approval cycle. The Grants Committee will consider these opportunities on an exception basis.

Exceptions could include pilot programs that would lead to a more significant application in the spring or a time-sensitive opportunity that would be lost if the application were to be delayed. Note: any application to be considered out of cycle needs to be less than \$5,000.

Applicants who believe they have a project that could qualify to be considered out-of-cycle should contact their respective Grants Committee or the faculty liaison for a preliminary assessment. Applications of this nature can be submitted up until the last day of November. Decisions will be made as soon as possible, but not before discussion at the Grants Committee level and a vote at a regularly scheduled LFHS Foundation Board of Trustees meeting.