



Applause Grant Funding Guidelines

GENERAL POLICY

2016-2017 Academic Year

Applause funds are to be used to enhance and enrich the musical education of Lake Forest High School (LFHS) students participating in curricular and extracurricular music programs. To this end, Applause offers grants and other financial support to the music department. The grants are to be used for equipment or events (e.g. master classes, guest conductors, commissioned music, guest performers, workshops, musical outings) that would not normally fit into the Music Department budget. Travel expenses for guest artists/conductors may be included in the grant request. Applause will accept grant requests submitted by Music Department staff, ensembles, students, or parents. If submitted by students or parents, requests are subject to review by the Music Department staff. Grant requests must be submitted formally on an Applause Grant Request Application (see forms below). The following are general policies governing the Applause grant process.

1. Grant applications will be considered monthly at the Executive Board Meetings (typically the first Friday of the month). If the Executive Board determines by a vote that a grant application meets the Applause mission, the entire Board will review the grant and vote to accept or reject the grant application at the next regular Board Meeting. Grant acceptance will be determined based on meeting the mission of Applause both academically and fiscally.
2. Grant requests that are time sensitive will be addressed as needed.
3. Grant requests must be submitted formally on an Applause Grant Request Application.
4. Music Directors will be asked for their comments and/or approval on all applications that might be submitted by students, ensembles and/or parents including the possibility of alternative means of funding through the department.

**Grant requests will not be considered for uniforms, equipment losses or any other expenses that should be part of the Music Department's regular budget. Applause funds should not be used to supplant the monies District 115 has a responsibility to provide to fund the Music Department's budget.

For questions or to submit Grant Applications, contact **Kathy Johnson, (847) 987-1109**, or kathyj1106@aol.com.

Grant Application follows.

APPLAUSE GRANT APPLICATION
Student/Ensemble/Parent Grant Application Form

Requested by: _____ Date: _____

Title of Request: _____

Request is (check one): Service _____ Event/Activity _____ Equipment _____

If your request pertains to an activity or event, please provide date(s): _____

Amount requested (itemize expenses if applicable): _____

How will this request enhance and enrich the music education of the LFHS students?

Are you applying for/receiving funds from any other sources relative to this request? Yes ___ No ___

If Yes, Who have you approached for funding? _____

How much funding have you requested? _____

When have you been told you would receive an answer regarding your request? _____

If applicable, how much funding have you received? _____

If Applause cannot fund your full request, what is the minimum amount that will be of benefit?

Music Director Signature _____

Music Department Director Signature _____ Date: _____

Music Director Comments

Title of request _____

Submitted by _____

Date Grant request received _____

Funding approved? Yes ___ No ___

Comments _____
