

**DATE (MM/DD/YY):**

Each application *MUST* contain, at a minimum, the information listed below. Please write "attached" on the face of this application if any additional materials are included with your request. We recommend reviewing the application guidelines at: [www.ltefoundation.org/programs](http://www.ltefoundation.org/programs)

**PROJECT/PROGRAM/CLUB**

**Name of Project/Program/Club:**

**Contact Name:**

**Email:**

**Phone #:**

**If LTSD employee\*, at which building/school do you work?**

**PROJECT/PROGRAM INFORMATION**

**Overview/Summary:**

**Describe current/expected number and types of volunteers/educators/parents and students involved:**

**REQUEST**

**Type of Support and/or Amount of Funding Requested:**

**Date/Timeline Support is Needed:**

**Other Sources of Support/Funding:**

**I have attached an itemized budget for my project/program**

**APPLICATION SUBMISSION TO LTEF**

Email completed form and any attachments to the LTEF Program Committee at [programs@ltefoundation.org](mailto:programs@ltefoundation.org)

**\*LTSD Employees:** Please coordinate with your building principal when preparing. Applications submitted to LTEF will be discussed with your principal(s) and with LTSD administration.