



## Applause Grant Funding Guidelines

### GENERAL POLICY

2017-2018 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 **Stella Kapsalis, (847) 828-0043**, or [s2gmk@yahoo.com](mailto:s2gmk@yahoo.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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_