

# SkillsUSA Lowe's Grant Application

Please complete the following grant application, providing as much specific information as you have at this time. This is a competitive process, and a limited number of grants will be awarded, based on the quality of the application, the detail and feasibility of the project plan, a realistic budget and the outreach opportunity that is presented. SkillsUSA staff will contact you if additional project information is needed to consider your Lowe's Grant application.

*Note:* These grants are awarded only for efforts in your own school or community. Only one Lowe's grant per school will be awarded.

## Section 1—CONTACT INFORMATION

School Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Training Program(s): \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor E-mail Address: \_\_\_\_\_

Advisor School Phone Number: \_\_\_\_\_

Advisor Cell Phone Number: \_\_\_\_\_

Number of SkillsUSA members for the 2008-09 school year: \_\_\_\_\_

Single SkillsUSA section (one training program)

Schoolwide chapter (multiple training programs)

## Section 2—GRANT PROGRAM

### 1. Which Lowe's grant are you applying for? (Select only one option)

**Community Service Grant** (up to \$10,000 for a local service project)

**Sed de Saber Grant** (up to \$10,000 for teaching English to Hispanic students)

**Campus Improvement Grant** (up to \$10,000 for campus or training program improvement)

**CareerSafe Vouchers** for students (one \$18 voucher per SkillsUSA member)

List the number of CareerSafe vouchers you are requesting: \_\_\_\_\_

## Section 3—LOWE'S STORE INVOLVEMENT OPPORTUNITY

You do not have to have a Lowe's nearby to qualify for a grant, however an ongoing partnership with Lowe's is most practical when there is a store within a reasonable distance to the school. Go to [Lowes.com](http://Lowes.com) for a store locator if you do not know your closest Lowe's.

**1. Distance to closest Lowe’s store (check one):**

- 5 miles or less
- 6-10 miles
- 11-15 miles
- 16-20 miles
- More than 20 miles

**2. Does your school currently have a relationship with Lowe’s?**

Yes. Please provide store name and number: \_\_\_\_\_  
 No

**3. Do you have a local Lowe’s contact person?**

Yes Lowe’s contact name and title: \_\_\_\_\_  
 No

**4. Are there opportunities to engage Lowe’s volunteers in your project?**

Yes      No

If yes, please detail the volunteer support you are requesting. (*Note: Lowe’s cannot guarantee a certain number of volunteers or the length of volunteer involvement. This will be determined at the store level by the store manager and district manager.*)

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**Section 4—GENERAL PROJECT DESCRIPTION**

**1. What is the name of your project or program?**

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**2. Please provide a brief description of the project or program.** You may attach additional sheets of paper, diagrams or other documentation to support your application, as desired.

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### **Section 5—PROJECT SPECIFICATIONS**

**1. Requested grant amount (up to \$10,000 can be awarded):** \_\_\_\_\_

What is the projected total cost of the project? \_\_\_\_\_

**2. If you will also be using funds from additional sources, please specify these:**

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**3. Please specify when you will use your grant:**

Spring Semester Grant (must use between March 2010 and June 30, 2010)

Fall Semester Grant (must use between September 2010 and Nov. 30, 2010)

Anticipated start date: \_\_\_\_\_

Anticipated length of project: \_\_\_\_\_

Anticipated month/dates of key events: \_\_\_\_\_

If desired, you may attach a more detailed project timeline and this can be updated after grant is awarded.

**4. Number of SkillsUSA participants (students/teachers/administrators):** \_\_\_\_\_

Total number of attendees expected to attend events held for project: \_\_\_\_\_

### **Section 6—PROJECT PARTNERS**

**1. If you will be working jointly with other local organizations, list them here:**

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**2. Identify any high-profile local, state or national individuals who will be invited to be involved with this SkillsUSA project:**

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## Section 7—PROJECT IMPACT

**1. What makes this project meaningful? What lasting impact will it have on your school campus or community as a whole?** \_\_\_\_\_

**2. What impact will this project have for the SkillsUSA students and teachers who participate in the project?** \_\_\_\_\_

## Section 8—PROJECT BUDGET

List all anticipated expenditures for your project, with a dollar amount for each budget category. These budget subcategories should total the amount of the grant request. (Please see the end of this application regarding some important funding restrictions.) You may attach additional sheets of paper, with a detailed project budget, to support your application. Costs may be estimated at the time of application, and the budget may be updated and resubmitted before the project begins, if necessary. If you need help estimated costs for materials, you may work with your local Lowe’s commercial sales specialist on a general estimate:

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## Section 9—PUBLIC RELATIONS/MEDIA PLAN

Public relations is important to the success of projects, especially when participation is needed by the public or those outside of your core group. The Lowe’s grant provides a tremendous opportunity to raise overall awareness of SkillsUSA in your community and state, as well as at the national level. Be specific, and list all media you plan to use: television, newspaper, photography, Web site, radio announcements, school newsletter, school TV station, word of mouth, presentations at local community group meetings, fliers, posters or banners, and so on. Attach a separate sheet with a Media Plan to support your application, if desired. (Grants may not be used to pay for any advertising, but you can seek donated media assistance to support your grant.) Note: SkillsUSA will provide each Lowe’s grant school with a Grant Media Kit including fact sheets, public service announcements, logos, templates and other resources to support your local media efforts.

**1. Describe how you will get information about this project out to the public.**

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**2. Identify a media contact or PR person within your school or school district who can support this project and manage media contacts/event for you (this can be yourself, a media/PR specialist for your school system, or any capable volunteer):**

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### **Section 10—REQUIREMENT FOR PROJECT DOCUMENTATION**

All chapters receiving a Lowe’s Grant are required to carefully document their project. This includes documenting the planning process, maintaining the budget, tracking the number of people involved in the project and writing a description of all activities that take place. This documentation must be provided to SkillsUSA in the form of a written report (both electronic and hard copy) with supporting photographs, press clippings, fliers, television spots or other materials. A report template will be provided. Video coverage of your grant project progress is encouraged. You may want to involve your TV production training program students as an official part of your project in order to document all steps in the project.

**1. Please identify who will be responsible for completing the final report (this must be an adult, but he/she may assign students to help complete it):**

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### **Section 11—STATEMENTS OF SUPPORT FOR THE GRANT**

**1. Please have at least three SkillsUSA members, and one or more instructors or the school administrator provide statements of support that explain the following (you may attach separate pieces of paper if you want):**

Why receiving this grant from Lowe’s important

Why these individuals want to participate in the project

How they think the grant will help their school or their community

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## Section 12—SUBMITTING YOUR GRANT APPLICATION

Complete your grant application and mail it to SkillsUSA at the address below. If you want to provide additional descriptions, information or supporting documents for your proposed project, you may include these supplemental materials with the application. Be sure to print and save a copy of your grant application. If your project is approved, you will need your original application for future reference! There are two ways to submit your application:

### **1. Mail your completed application and any support materials to:**

SkillsUSA Lowe's Grant Program  
14001 SkillsUSA Way  
Leesburg, VA 20176

### **2. If you prefer, e-mail a Word document or PDF applications including any supporting electronic documents to:**

Kelly Horton: [khorton@skillsusa.org](mailto:khorton@skillsusa.org)

### **Questions?**

Phone: Kelly Horton at 402-309-4679 or e-mail: [khorton@skillsusa.org](mailto:khorton@skillsusa.org)

### **Application deadline: Dec. 1, 2009**

## **ANNOUNCEMENT OF GRANTS**

Schools selected to receive a grant will be contacted directly in February 2010. Grants can be used during spring semester (completed by June 30, 2010) or the fall semester (completed by Nov. 30, 2010). A list of all schools receiving Lowe's grants will be posted at [www.skillsusa.org](http://www.skillsusa.org) in May 2010.

## **FUNDING RESTRICTIONS**

When planning your project and budget, please note that Lowe's Foundation charitable

contributions may NOT be used for the following:

- Individuals and families
- National health organizations and their local affiliates
- Academic or medical research
- Religious organizations, programs or events
- Special events (conferences, dinners, sports competitions, festivals or art exhibits)
- Sponsorship of fundraising events (dinners, walks, golf tournaments, auctions, fairs)
- Goodwill advertising or marketing
- Political, labor, veteran/fraternal organizations, civic clubs or candidates
- Sports teams, athletic events or athletic programs
- Arts-based programs
- Animal rescue and support groups
- Travel-related events, including student trips such as travel to SkillsUSA contests
- Development of production of books, films, videos or television programs
- Capital campaigns or endowments
- Activities of organizations serving primarily their own membership
- Private schools
- Continuing education/training for teachers
- Institutional overhead and/or indirect costs such as salaries, stipends, benefits and most project labor costs
- Memorial campaigns
- Multi-year requests
- Programs outside Lowe's communities
- International programs
- Tickets to events