

## ACCEPTANCE OF A 2016 SkillsUSA COMMUNITY SERVICE GRANT

*from*  
**LOWE'S**

To: SkillsUSA Iroquois High School

Grant amount: \$25,000

For: 2016 School Community Service Grant

**By signing this document, you and your state association agree to the following:**

- Complete your Community Service project as outlined within your application, in the time and budget specified
- Invite local media to attend and cover your events
- Use every available PR and social media opportunity to highlight the support of Lowe's and SkillsUSA in your event
- Engage the maximum number of students, teachers and community members in your project
- Complete a final grant report for SkillsUSA (report template to be provided)
- Send copies of all media coverage and a final report to SkillsUSA, including high quality digital photos
- Invite local Lowe's staff to participate in your event
- Use grant funds to support your School community Service project only

**Release of Funds**

After you return this signed grant letter, forward a copy of your 2016 project timeline and we receive funds from Lowe's, we will forward a check in the full grant amount being awarded.

**Use of Funds**

The grant is to be used for the 2016 Community Service project and the expenses as specified in your online grant application. Any change in plans must be re-approved by SkillsUSA Lowe's Grant Manager in advance of the expenditure. You will need to submit detail project and cost sheet, please send SkillsUSA your updated plans and budget as soon as possible. Any grant funds not used on the Community Service project, at a Lowe's store must be returned to the national SkillsUSA office

**Project Reporting**

SkillsUSA must receive in a timely manner a monthly and a final project report, copies of project publicity, and digital photos of students and volunteers engaged in your project. A Community Service project reporting template will be provided for you. Projects should be completed by **October 30, 2016**. The monthly and final report is one of the most important aspects of this process. Please insure that they are submitted in a timely manner.

**Project Support**

This grant is the only support to be provided by Lowe's other than local assistance from store staff, if requested. It is highly recommended that you contact your local Lowe's store (usually the store manger), and he or she may assign you some project staff. Local store staff will work with their district managers to determine how/when they can participate in your project. Please do not ask your local Lowe's to donate additional materials for any reason. Use your grant funds to purchase what you need from Lowe's at regular retail prices (do not ask for discounts). All funds must be used at Lowe's. Please ask for assistance, if needed, in contacting the media, developing publicity, planning events or other promotions announcing this grant and promoting your project. Banners or signs announcing Lowe's support should be displayed during your project site. SkillsUSA will provide you with a banner for your Lowe's community Service project. We encourage you to work with your local Lowe's contact to involve Lowe's volunteers in your project as appropriate.

**STATE ACCEPTANCE:**

**We accept the Lowe's Grant and agree to comply with the above conditions.**

Signature, School administrator \_\_\_\_\_

Print Name Donna M. Hargens, Superintendent

Date \_\_\_\_\_

**Sign, date and return this form by one of the following methods:**

1. Email a signed PDF to James Kregiel at:

[jkregiel@skillsusa.org](mailto:jkregiel@skillsusa.org)

2. Mail to: James Kregiel, Lowe's Grant Manager

14001 SkillsUSA Way, Leesburg, VA 20176

For questions, please contact Lowe's Grant Manager, James Kregiel at [jkregiel@skillsusa.org](mailto:jkregiel@skillsusa.org) or 703-737-0634