

Lookin' Out 2009-10 Grant Application

Please type and submit to Erie Insurance, Marketing Department,
Lookin' Out Grant, 100 Erie Insurance Place, Erie, PA 16530, or fax, 814.461.1536

(Grants cannot be used for advertising campaigns, including outdoor boards or TV and/or radio airtime.)

School Name: _____

Contact Person: _____ Agent Representative: _____

School Address: _____

City, State, Zip Code: _____ County: _____

Phone: _____ Fax: _____ E-mail: _____

Grant requesting: \$ _____ (not to exceed \$2,000) Total # of juniors & seniors at school _____

All of the following items must be included to complete the application process.

Project Description. Please provide a **brief** but **complete** description of the program for which this grant is requested. Please include:

- A. Overview of the program including key messages
- B. Explain the program in DETAIL
- C. Timeline for implementation with an explanation of each activity
- D. How the program will be evaluated
- E. Local media information (include address and phone number of local television stations and newspapers that would cover events at your school.) Include your school's newspaper, school district newsletter and communications or public relations contact.

Program Budget Information: Please include detailed information of how the money will be used, and information regarding funding from other sources.

Application Enclosures: Please include the following with your application:

Samples of brochures, articles, sketches, scripts or other materials that you feel will complement this application.

Participating Agreement: All applications must include a signed "Lookin' Out Participating Agreement." See Appendix 1.4.

I hereby certify that all eligibility criteria have been met; that above information is correct; that the funds, if granted, will be used for the purpose described; and that the school will comply with all terms and guidelines for this grant, including acknowledgement of Erie Insurance and/or Lookin' Out in all materials and activities funded by the grant.

Signature: _____ Printed Name: _____ Date: _____
(Committee Member)

Signature: _____ Printed Name: _____ Date: _____
(Faculty Advisor)

Signature: _____ Printed Name: _____ Date: _____
(Erie Insurance Agent)

Agent No.: _____

Erie Insurance Group

Lookin' Out

2009-10 Participating Agreement for

(School Name)

Lookin' Out is designed to build awareness among teens about being safe drivers. It is a *student campaign* where students determine the focus of their program. Erie Insurance Group employees, agents and the faculty members from participating schools are available to assist and oversee the program, but student committee members are ultimately responsible for the strategy that will deliver their safe driving message to the student body.

To be eligible for Lookin' Out, schools must agree to the following requirements:

1. Grant funding is to be used only to support Lookin' Out related activities.
2. All posters, brochures, collateral material and announcements related to the project ***must reference Lookin' Out and Erie Insurance.***
3. No other insurance company or promotional effort sponsored by an insurance company other than Erie Insurance Group may be referenced or represented in activities that are a part of the school's Lookin' Out program.
4. The participating school must follow the guidelines prescribed for administration of the Lookin' Out program, including:
 - a. Recruit a faculty advisor.
 - b. Meet with assigned Erie Insurance agent or employee representative.
 - c. Recruit student committee members.
 - d. Conduct regular committee meetings.
 - e. Develop and produce program activities as stated in your grant application.
5. A complete accounting of the costs associated with the program, as they relate to the grant provided by Erie Insurance Group, must be provided to Erie Insurance at the end of the school year. ***Keep copies of all receipts and document activities with photos, newspaper clippings, etc. All unused money must be returned to Erie Insurance at the end of the school year by June 30.***

I have read and understand the requirements set forth in this Agreement.

Faculty Advisor

Erie Insurance Group Agent/Representative

A signed copy of this Participating Agreement must accompany all grant applications.