

Theodore Roosevelt High School Foundation

Special Funding Request Instructions and Form

About The Foundation:

The Theodore Roosevelt High School Foundation (the "Foundation") is a non-profit organization that obtains contributions through fundraisers and donations. The Foundation's goals include distributing funds for programs and activities that actively support a stimulating, engaging, rigorous academic, athletic, and creative learning environment at Roosevelt High School, thereby supporting our public school and the students who are our future.

Project Funding Application* Requirements & Guidelines:

* Applications should be submitted on the Foundation Special Funding Request Form, attached.

- **Scope of Projects Considered:** Applications must be for projects that further the Foundation's mission of supporting a stimulating, engaging, rigorous academic, athletic, and creative learning environment at Roosevelt High School.
- **Who May Request Funds:** Teachers, administrators, other Roosevelt employees, students, student organizations and parents.
- **Monetary Limits:** Projects can generally be for any dollar amount, but the Foundation does have limited funds and it prioritizes and awards based on need and availability of funds.
- **Signature Requirements:** All applications must be signed by the Roosevelt principal or vice principal.
- **Post Expenditure Report:** Upon expenditure of awarded funds, the recipient must provide the Foundation with a written statement identifying what was purchased with the funds and whether the expenditure was worthwhile.
- **Application Process:** In general, the Foundation prefers that applications be submitted before September 15th to be considered by the Foundation in the Fall semester and by January 15th to be considered by the Foundation for the Spring semester. The Foundation may consider applications during other times of the year if there are extenuating circumstances that prevented the applicant from submitting the application during the Fall or Spring submission period. Once submitted, all applications will first be reviewed by the Foundation's special funding requests committee. The committee may request further information from the applicant. The committee presents the request to the full Foundation board at the next board meeting following receipt of a complete application. The board may require 30 to 60 days to consider the application.
- **Partial Award:** In some cases the Foundation may only award a partial amount of what is requested.
- **Payment Process:** If an application is approved, the Foundation may require that any invoices for services or materials related to the application be submitted directly to the Foundation for payment.
- **Coordination with other funding.** The applicant is required to submit information related to the availability of other funding sources.

For additional information, please contact the Foundation executive director at:
trhsfoundationdm@gmail.com

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Instructions:

Please try to be as complete as possible. Use additional pages if necessary.

Deliver Applications to: Foundation executive director: trhsfoundationdm@gmail.com

Date: _____

APPLICANT INFORMATION

Applicant Name: _____

Department or Organization: _____

Applicant Contact Phone: _____

e-mail address: _____

Co-participants/Sponsors: _____

PROJECT DESCRIPTION

• **Project Title:** _____

• **Total Amount Requested:** _____

• **Describe the Project:** _____

• **Goal:** What will the project accomplish? How will the project meet current needs for Roosevelt and/or its students? Does this project have a "green" component (not required)?

• **Management:** Who will manage this project? Is there anything we should know about this person's qualifications or background?

• **Target Population:** Which and how many students will benefit from the project? Are there specific departments that will benefit from the project? If so, which ones?

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- **Duration:** How long will the project last? Do you see this project as having a long-term impact or instead providing a one-time benefit?

- **Funding Sources:** Are other funding sources available, to your knowledge? Are there matching funds available? Are you pursuing, or have you pursued, these funding opportunities? What were the results?

- **Additional Information:** Is there anything else that you would like us to know about this project? If applicable, what are you currently using in lieu of this project/item and what is its condition?

- **Budget:** Use the grid below as a guideline to provide an itemized list of all the items requested in this application. Attach documentation to substantiate your request. For example, attach a brochure or other printed information from the vendor, print out a page from a catalog, etc. The more detail you provide supporting the accuracy of the dollar amounts you've requested, the better able we will be to assess your funding request. Written bids, estimates and quotes may be requested by the special request committee if they are not provided.

- **Please prioritize your requested items in case the Foundation can only fund part of your request.**

Budget Category	Requested Items and Prices
Supplies and materials (include consumable one-time use items here)	
Equipment (include items that will have a lifetime beyond the particular project use)	
Other Costs	
*Total Requested	

***Don't forget to include taxes and costs for shipping and handling.**

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- If you are funded, would you be willing to notify your students' parent base, letting them know about the awarded funding, to help us educate parents about what Foundation provides? _____

- If you were funded in the past by the Foundation, when were you funded and in what amount(s)? _____

***Signatures:** Both the Applicant and the Principal (or Vice Principal) must sign all applications.

1. Applicant Signature REQUIRED FOR ALL APPLICATIONS:

I declare that the information above is accurate to the best of my knowledge. I also understand that all items purchased with funds from the Theodore Roosevelt High School Foundation are the property of Roosevelt High School.

Signature of Applicant

Date

2. Principal or Vice Principal Signature (Required for all applications):

To Roosevelt Principal or Vice Principal:

- Are you aware of other funds available for this project? Yes ____ No ____ (If yes, please provide details)

- Comments or Information:

Signature of Principal or Vice Principal

Date