



FUNDING REQUEST FORM

ABOUT THE FOUNDATION

Jerome School District Foundation is a charitable 501(c) 3 tax-exempt corporation that obtains contributions through fundraisers and donations. The Foundation's goals include distributing funds for programs and activities that actively support stimulating, engaging, rigorous academic, athletic, and creative learning environment in the Jerome School District, thereby support our public school and the students who are our future.

PROJECT FUNDING APPLICATION REQUIREMENTS AND GUIDELINES

Applications must be for projects that further the Foundation's mission of supporting stimulating, engaging, rigorous academic, athletic, and creative learning environment in the Jerome School District.

- ✓ *Who May Request Funds:* Teachers, administrators, district 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.
- ✓ *Application Process:* Applications may be submitted at any time throughout the school year. The Foundation Board will review applications within 60 days and request more information as needed. The Board will decide whether to award full or partial amounts of the money requested.
- ✓ All applications must be signed by the primary applicant and principal or administrator.
- ✓ The applicant is required to submit information related to the availability of other funding sources and any matching funding sources.
- ✓ All forms must be submitted via email to the Foundation Board:
- ✓ *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 Board for payment.
- ✓ *Deadline:* Funds not used within 3 months of the project deadline will be released to other projects. Requests for extensions can be submitted to the Board prior to the project deadline.

APPLICANT INFORMATION

Applicant Name/Organization:

Contact/Responsible Person:

Contact Phone:

Contact Email:



PROJECT DESCRIPTION

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

Project Title:

Total Amount Requested:

Describe the Project:

Goal: *What will the project accomplish? How will it meet current needs?*

Target Population: *Which and how many students will benefit from the project?*

Duration: *How long will the project last? What will be the long-term benefit?*

Deadline Date: / /

Additional Information: *Is there anything else you would like us to know?*



BUDGET INFORMATION

Use the table below to provide an itemized list of items requested in this application. For odd or unusual items, attach documentation to substantiate your request. Please attach any written bids, estimates, and quotes. Don't forget to include taxes and costs for shipping and handling.

Budget Category	Requested Items	Price
Supplies and Materials		\$
		\$
		\$
Equipment		\$
		\$
Other Expenditures		\$
		\$
Total Requested		\$

Other Funds: *Are you getting funds through any other process including grants? If so, how much, and from where?*

APPLICANT SIGNATURE

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 Jerome School District Foundation are the property of Jerome School District.

Signature of Applicant

Date

PRINCIPAL OR ADMINISTRATIVE SIGNATURE

Are you aware of other funds available for this project? ___yes ___no

If yes, please provide details:

Other comments or information:

Signature of Principal or Administrator

Date