

Locally Funded New Special Program/Activity Request

This application is to request a maximum \$10,000 locally funded grant for a new program or activities that support the Strategic Plan Goals adopted by the Eastmont School Board. Applications that request funding for enhancing existing programs or activities will not be allowed.

Completed applications are due to the Superintendent's secretary by 4:30 on the last business day in May. Successful applicants will be required to provide a report to the School Board at the end of their initial year of operation.

Section I: Cover Letter (one page)
Include the purpose of the new special program or activity for which funding is being requested.

Section II: Summary Sheet Form
Use the template provided on the following page

Section III: Narrative
Please include a description of the rationale as to how the program/activities of the new initiative will demonstrate the best use of Eastmont's local K-12 public funding. Strategies and supporting activities that will be used to accomplish the goals of the initiative should also be documented.

Please limit this description to no more than 1 page.

Section IV: Attachments
If you omit any of the required attachments, provide an explanation as to why.

Financial Attachments

- 1. 3 Year Annual Program Budget – the amount of District funds that are being requested to support the initiative. The maximum amount to be granted is \$10,000 per year. Budget should identify the personnel, supplies, services and travel costs needed to support the initiative. A 10% reserve shall also be included for unanticipated expenditures.
- 2. List any contributors from outside the District.
- 3. List any expected In-kind contributions (non-monetary donated goods and professional services).
- 4. Describe if and how the initiative will use volunteers and unpaid personnel within a typical 12-month time period. Include an estimated number of volunteers and hours.
- 5. Explanation of items in financial attachments, if applicable.

Other Attachments

- 6. Describe the challenges and opportunities facing the initiative in the next three to five years. Additionally, describe how the proposer engages in planning and describe the focus of any current planning efforts.
- 7. List and signature of a minimum of three employees who support the proposal as well as one Building Administrator who will serve as the program/activity administrator.

INITIATIVE REQUEST FORM

Name of Person or Team Requesting Funds:

School or Department:

Phone:

Fax:

Name of Building/Program Administrator:

Phone:

Email:

Grant Request Information

Name of Initiative: _____ **Amount of Request:** \$

Program or Project Support
Name of Program or Project:

Describe what the grant will be used for:

Provide a summary of the plan for the program or project request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

SIGNATURE-INITIATIVE PROPOSER **Date**

SIGNATURE-INITIATIVE SUPPORTER **Date**

SIGNATURE-INITIATIVE SUPPORTER **Date**

SIGNATURE-INITIATIVE SUPPORTER **Date**

SIGNATURE-BUILDING/PROGRAM ADMINISTRATOR **Date**