

## Summit Storm Booster Club Grant Application

The Booster Club mission is *to support the arts, athletics, academics, activities, programs and clubs at Summit High School, in pursuit of a full and enriching academic experience for every student.* The Booster Club raises funds for the grant program through the concessions, corporate sponsorships and donations. Funds raised help purchase services and materials that enrich the SHS educational capacity, environment and experience. To keep the grant program viable, we ask that your team, program members and families support, participate in and contribute to the Boosters fundraising efforts.

### **Part One - Program Guidelines**

- ❖ The program is intended to support the student athletics, activities and clubs, as well as teacher and classroom needs that benefit the general student body and supports special / innovative activities and approaches that would not otherwise be provided through the school's traditional core budget. To be eligible for a grant, the request must meet the educational goals of Summit High School and the objectives of the Booster Club, and must be on behalf of a recognized school program, activity or club.
- ❖ Grants will not be approved for the following:
  - Non-school related programs and events. Requests must be for school-related activities and preferably benefit the student body as a whole or the whole program making the request.
  - Individual requests for non-school sponsorships
  - Programs of a sectarian, religious or political nature
  - Transportation
- ❖ Funding decisions can vary depending on how much money the Club has to allocate at any given time. Applicants maximize their chances of success by:
  - *Proposing enriching initiatives that will have lasting, demonstrable, positive effects on the school / school community members;*
  - *Showing that the proposed initiative has been carefully planned (especially to minimize costs) and providing a clear breakdown of the itemized costs.*
  - *Arranging for at least one-third to one-half of the total cost of an initiative to come from sources other than the Booster Club (e.g., parent/student contributions, fees, or fundraising activities)*
  - *Planning in advance and submitting early.*
- ❖ Equipment and uniforms purchased with a grant must be passed on for the continuing use of the program, club or activity.
- ❖ Applications will be reviewed by the Booster Club and may be reviewed by Athletic Director and Activities Director. Additional information may be requested.

### **Part 2: Procedures and Reporting Requirements:**

If you would like financial assistance for your special activities, events, programs or materials, please apply for a grant by completing the following steps:

1. **Submit your completed** and signed (**principal signature required**) application form and additional information to the Booster Club mailbox at Summit High School. **Scan and email** the information to [info@summitstormboosters.org](mailto:info@summitstormboosters.org)
2. Include a clear breakdown of individual costs via quotes, bids, price lists or invoices to substantiate this amount

Following the committee's review, you will be informed of the level of assistance we are able to grant your request.

1. The funding awarded by the Booster Club will be deposited directly into your team, club or program's ASB account at Summit High School or other verified organization account. For groups without an ASB account please inquire for more information about how we may be able to fund your request.
2. Any entity that receives a grant (1) must submit a copy of the invoice supporting the monies spent within 30 days. Please return a copy of the invoice to the Booster mailbox as well as email a copy with a note of explanation. (2) is expected to report back to the Boosters on the result of the grant or how the grant ultimately benefited the requestor. The report back should happen within six (6) months of receipt of the grant. Please submit invoices and completion reports to [info@summitstormboosters.org](mailto:info@summitstormboosters.org)

If you have questions about the application form, requirements or process, please contact [info@summitstormboosters.org](mailto:info@summitstormboosters.org)

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Date: \_\_\_\_\_ Requesting Group: \_\_\_\_\_

Group Type: \_\_\_\_\_ Athletic \_\_\_\_\_ Club \_\_\_\_\_ Activity \_\_\_\_\_ Classroom \_\_\_\_\_ Other

Do you have an ASB Account? Y / N

If no, what is the official name of the organization your club is affiliated with? \_\_\_\_\_

Contact Name: \_\_\_\_\_ Role/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ When is funding needed by?: \_\_\_\_\_

Have you received funding from Boosters in the past? If so, how much and when? \_\_\_\_\_

**Please submit information and attachments.**

**Describe the purpose of this grant:** What are you specifically requesting funds for? **Provided a detailed description of what you are requesting as a part of the grant and why.** Include your current budget and expenses and the need for this grant. Be sure to include your current fundraising efforts and how you currently support Boosters.

**Specifics of request,** including names of products, pricing (at least 3 sources - quotes, etc) and links to websites (if applicable). If request, is unique and there is not the option to get at least 3 pricing options explain why. Please attach

**Provide 1-2 sentences to describe how these funds will benefit your team/club/activity** and how you will evaluate the educational or programming impact of the requested funds. We may contact for more specifics.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Booster use only - Date Reviewed: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**\*Note: Principal Signature is required before you submit the application.  
Please Scan and email the information to SHSBooster.Mail@gmail.com.**