

## **Sierra Foundation Funding Request and Procedures**

The Sierra Foundation allocates funds with the express purpose of furthering educational experiences, including academic, athletic, and social endeavors for all students. Funds are available to all student groups, and may be provided directly to the school or school district for equipment and/or the improvement of facilities. Funding may also be made available for student scholarships and opportunities to support teacher appreciation, or other programs considered beneficial to the students of Sierra Unified School District.

### **Consideration of Funding**

Funding will be considered for the aforementioned groups after the completion of an application, which includes a statement of need, total cost of the project to be funded, and other sources of funding available to the applicant. The selection of funding recipients will be determined on the basis of need, benefit to be gained by receipt of funding, and availability of funds for dispersal. Funds will be allocated directly to vendors, suppliers, or service providers where applicable, and will require documentation of the provision of materials, supplies, equipment, or service to the designated group.

### **Funding Request Procedure**

Funding requests less than \$500.00 require only the completion of the Application for Funding and must be submitted to Jeanette Blunt at the District Office, Attention: The Sierra Foundation, **and** e-mailed [sierrafoundation@sierrausd.org](mailto:sierrafoundation@sierrausd.org). Funding requests of \$500.00 or more require the completion of the attached Application for Funding (as indicated above), as well as a presentation of the request directly to The Sierra Foundation Board. All requests will be taken under consideration. The Board may choose to fund all, part, or none of the request at the Board's sole discretion. Upon selection for funding, the applicant will be notified by the President. Once selected, the applicant may be asked to sign an agreement for use of funds.

"Application for Funding" forms are available online at our website ([www.sierra.foundation](http://www.sierra.foundation)) and may also be available in the District Office.

## Sierra Foundation Funding Request

**Date of Request:** \_\_\_\_\_

**Name of School Group:** \_\_\_\_\_

**Contact Person/Advisor:** \_\_\_\_\_

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

.....  
**Requested Amount:** \_\_\_\_\_

(Requests \$500 or more require a presentation to the Sierra Foundation Board)

**Total Cost of Project to be funded:** \_\_\_\_\_

**Source(s) of Additional Funds (if any):** \_\_\_\_\_

**Purpose of Funds:** \_\_\_\_\_

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 Briefly describe the activity or project for which you are requesting funds. Please include the group you are affiliated with, how many students your activity/project will benefit, and a breakdown of costs associated with the project. In addition, please attach any relevant documents as well as a budget summary for this calendar year (and previous year(s) where applicable/appropriate).  
**Budgets should be reviewed and initialed by respective site Principal prior to submission.**

\_\_\_\_\_  
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**Submit your completed application form to the District Office** (c/o Jeanette Blunt), –  
 Attention: The Sierra Foundation, **and** e-mail to [sierrafoundation@sierrausd.org](mailto:sierrafoundation@sierrausd.org) - Thank you!

**Site Principal Approval** \_\_\_\_\_ / \_\_\_\_\_  
   **Initials**   **Date**