



GRANT HIGH SCHOOL GRANT GIVES / BOOSTER CLUB Funding Request Criteria, Process and Timeline

Criteria and Priorities

- A club, team, group or the School Principal may request funds from Grant Gives.
- A club, team or group must be approved by the Athletic Director, Activities Director, Principal or be a school-sanctioned group and have an official school account to collect money (that is set up with the school accountant).
- The requested funds should be for an extracurricular school activity, item, sport, event or performance.
- Requests for matching funds are given a priority. In other words, the requesting entity needs to have a plan to raise funds during the current school year, or have already completed the fundraising activity. Grant Gives does not fund 50% or more of a club's, team's or group's budget.
- Consideration will be given to whether other sources of funding are available.
- Requests which benefit the largest number of Grant High School students will be given priority. Student participation is a key part of Grant Gives funding evaluation.
- Clubs, teams or groups are expected to volunteer their time and effort to Grant Gives activities such as parent involvement, attend meetings, staffing concessions, raffle ticket sales, donating towards the annual Grant Gives Trivia Night or be creative.
- Consideration is given during the year to the total amount of funds available for distribution and on the estimated request totals submitted by the coaches/advisors in May of the previous year.
- Consideration will generally not be given to cover costs for voluntary, off-season training-related camps or expenses.
- Grant Gives funding is intended to enhance students and their extracurricular activities. Grant Gives funding is generally NOT directed towards coaches and or leadership payment, stipends, travel, expenses or rewards.

Process

1. A Grant Gives Funding Request Form can be obtained on the Grant Gives website at: www.grantgives.com - Fill out the form completely.
2. Please be specific about your request, including why Grant Gives funding is needed. Include what type of fundraising the group has performed on their own.
3. Provide the Grant Gives Board with a clear and concise budget picture including expenses, income, student fees, fundraising amounts and projections.
4. The funding request **MUST** be signed by either the Athletic Director, the Principal or the Activities Director to be considered for funding.
5. The request must be emailed to Grant Gives email at GrantGivesPDX@gmail.com no less than 5 days prior to the next scheduled Grant Gives meeting.
6. An adult advisor, coach or adult team representative and/or, if possible, a student representative must attend the Grant Gives meeting to present the request and answer questions from the Board to be considered for funding.
7. Grant Gives meetings are held on the second Tuesday of every month from September through May at 7:00 P.M. in the Grant High School College and Career Center, Room 130, across from the Library.
8. All funding requests must be approved by a majority of the Grant Gives Board present at the meeting in which it is reviewed.

Timeline

- The request must be emailed to the Grant Gives email at GrantGivesPDX@gmail.com no less than 5 days prior to the next scheduled Grant Gives Board meeting.
- Requests will be considered during the next scheduled Grant Gives Board meeting.
- Plan and be prepared to explain a funding approach for your program besides the Grant Gives requested portion (student fees, fundraising, etc.).
- Funds from approved requests will be distributed to the club's, team's or group's accounts set up by the Grant accountant within 2 weeks from being approved by the Grant Gives Board.
- In some cases, the Grant Gives Board may come back to the club, team or group and request additional information.
- Emergency requests may be considered at times other than at board meetings. The requests need to have a Grant Gives Funding Request form filled out. In such cases, members of the Grant Gives Board will be contacted and a special meeting may be convened.
- In May of each school year the Athletic Department and its teams shall submit a separate consolidated budget for the following year.