

Montgomery High School Alumni Foundation

Grant Requests Procedure - Approved November 13, 2014

Who may submit requests?

- Requests may be submitted by MHSAF Board Members, MHS teachers, MHS department heads, the MHS Principal.

What is the criteria for submitting a request?

- The requested funds must benefit a Montgomery High School educational or extracurricular program or activity.

How are requests submitted?

- Requests may be submitted:
 - by email to P.O. Box 1581
 - scanned and emailed to: joanne@montgomeryvikingsalumni.org or by presentation at a regular board meeting.
- Requests submitted by mail or email will be considered received as of the regular board meeting immediately following actual receipt.

When should a request be submitted?

Category	Submission Time
A - \$1 - 300	1 regular board meeting prior to date funds are needed
B - \$301 -499	2 regular board meetings prior to date funds are needed
C - \$500 & up	
Requests of \$1000 or more may require additional time. Approach the board as soon as you think of MHSAF as a potential source for your funding.	

Typically the Board meets the second Thursday of each month. Exceptions do sometimes occur.

How can I obtain a Grant Request Form?

1. Download a pdf from our website: www.montgomeryvikingsalumni.org
2. Request a pdf via email to joanne@montgomeryvikingsalumni.org

How and when are grant decisions made?

Category	Funding
A - \$1 - 300	At the first regular board meeting following receipt of a fully completed request the full board or quorum will consider the request. An affirmative majority shall be required to fund.
B - \$301 -499	At the second regular board meeting following receipt of a fully completed request the full board or quorum will consider the request. An affirmative majority vote shall be required to fund.
C - \$500 and up	At the second regular board meeting following receipt of a fully completed request the full board or a quorum will consider the request. An affirmative vote of no less than two thirds of the board shall be required to fund.