

# MONTGOMERY HIGH SCHOOL ALUMNI FOUNDATION

## Grant Funding Request Application

TODAY'S DATE: \_\_\_\_\_

REQUEST FOR WHAT PROGRAM/DEPARTMENT/ACTIVITY/CLASS: \_\_\_\_\_

APPLICANT NAME/POSITION: \_\_\_\_\_

APPLICANT CONTACT INFORMATION (EMAIL, PHONE, ADDRESS) :

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TOTAL FUNDING AMOUNT REQUESTING (INCLUDE TAX, SHIPPING, ETC): \_\_\_\_\_

PROVIDE/ATTACH FUNDING REQUEST BACKUP DOCUMENTATION (LIST OF ITEMS AND PRICE, RECEIPTS/ESTIMATES/INVOICES, BUDGET):

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DESCRIBE REQUEST IN DETAIL (WHAT WILL BE PURCHASED? WHY IS THIS NEEDED? HOW DOES REQUEST ENHANCE OPPORTUNITIES FOR STUDENTS OR STAFF, AND HOW MANY STUDENTS OR STAFF WILL BENEFIT?) :

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IS THIS A RECURRING EXPENSE? IF YES, HOW HAS NEED BEEN MET IN THE PAST?

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HAVE YOU REQUESTED FUNDS FROM ANOTHER SOURCE? IF YES, WHO?

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DESCRIBE ANY FUNDRAISING THAT'S BEEN DONE TO MEET THIS NEED:

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## MONTGOMERY HIGH SCHOOL ALUMNI FOUNDATION

ADDITIONAL DETAILS YOU'D LIKE TO PROVIDE:

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HAVE ITEMS BEEN PURCHASED YET? \_\_\_\_\_

HAVE ITEMS BEEN ORDERED? \_\_\_\_\_

DATE FUNDS NEEDED BY: \_\_\_\_\_

IF FUNDED, I UNDERSTAND I'M REQUIRED TO PROVIDE A SUMMARY REPORT INCLUDING PHOTOS, TESTIMONIALS, AND A COPY OF RECEIPTS/INVOICES. I ALSO GIVE PERMISSION TO MHSAF TO USE THESE ON WEBSITE AND FUNDRAISING ACTIVITIES.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_