

# MONTGOMERY HIGH SCHOOL ALUMNI FOUNDATION

## GRANT REQUEST INFORMATION & PROCEDURES

Who may submit a grant funding request application?

- Requests may be submitted by current Montgomery High School teachers, department heads, administration, coaches, advisors, students, or alumni. Student requests must be approved by an advisor or administration.

What are the criteria for submitting a grant funding request application?

- Funds must benefit and enhance the educational or extracurricular opportunities for Montgomery High School students and staff in an effort to continually improve the school environment and offerings.
- Athletic teams must request funds from Boosters first; and classroom related requests must be submitted to the Education Foundation before submitting additional funding request from MHSAF.

How can I obtain a grant funding request application?

- Download the application from our website: [www.montgomeryvikingsalumni.org](http://www.montgomeryvikingsalumni.org)
- Attend a MHSAF board meeting (2<sup>nd</sup> Thursday of each month, 5:15pm, Viking Room).

How are decisions made regarding a funding request?

- Requests are discussed and evaluated at monthly board meetings.
- A full board or quorum will vote to approve, deny or approve partial requests based on information provided on the application and the in-person presentation.
- Submit grant requests several weeks prior to monthly board meetings.
- Ideally, applicant should attend a board meeting to present request and answer questions (2<sup>nd</sup> Thursday of each month, 5:15pm, Viking Room).
- Requests of \$1,000 or more may require additional time.

How are grant funding applications submitted?

- Drop off in MHSAF mailbox at the Montgomery High front office.
- Mail to: MHSAF, PO Box 1581, Santa Rosa, CA 95402
- Email application to: [montgomeryalumnifoundation@gmail.com](mailto:montgomeryalumnifoundation@gmail.com)

How soon will I receive funding if approved?

- Typically, a check will be mailed (or dropped off at the school office) within 2 weeks of approval.

What's required if grant funding request is approved?

- A summary report of how funds were used and how they benefited the program/school, including photos and testimonials. These may be used on MHSAF website and fundraising efforts. Receipts/invoices should accompany a summary report.