



FREDERICK HIGH SCHOOL BOOSTER CLUB GRANT REQUEST GUIDELINES

The FHS Booster Club supports Frederick High School extracurricular activities in a variety of ways. One way the Booster Club assists students is to provide a funding source for equipment, banquets, supplies, assemblies, etc., for FHS students involved in those extracurricular activities sanctioned or sponsored by Frederick High School. The FHS Booster Club's financial support exists to provide funding that otherwise would not be available through FHS or School District budgets. It is the intent of the Booster Club to contribute money that directly benefits the students of Frederick High School.

The following are guidelines that apply to FHS Booster Club grant requests. All grant requests are subject to the availability of funds in the Booster Club's account and budget.

1. Grant requests will only be considered Three times per year, September, December and March.
2. \$1500 of the Booster Club's annual grant budget will be dispersed at each grant meeting. Grant requests shall not exceed \$750 per request.
3. In the interest of ensuring all clubs the opportunity to receive funding, grantees must wait 24 months after receiving funding to reapply.
4. Grant request deadlines are the first Friday of September, December and March. If deadline lands on a weekend, Grant Requests are due the Friday prior. If decision dates land on a weekend, grant decisions will be announced the Friday prior.

All requests must be sent to:

FHS Booster Club
P.O. Box 903
Frederick, CO 80530

-OR- grants@fhsbooster.com

- a. Booster Club money is not intended to replace usual and customary costs the school district has budgeted to pay for.
 - b. Money will not be given to aid an individual with their uniform costs. Money will only be given to requests for uniforms that will remain with the school program.
 - c. Supporting documentation of costs to be included with the grant request, i.e. price quote.
5. The FHS Booster Grant Committee will review all grant requests received and the requesting group/coach will be notified of the results by the end of the month.
 6. A student, coach, or parent involved with the activity seeking funding may attend the Grant Committee meeting. One person from each group will be allowed 10 minutes to present their proposal.
 7. The grant request must be approved by a majority vote of the FHS Booster Grant Committee.
 8. If the grant is awarded, the FHS Booster Club must be recognized on all written material pertaining to the funding item.



FREDERICK HIGH SCHOOL BOOSTER CLUB GRANT REQUEST

DATE: _____

GROUP/CLUB NAME: _____

PERSON MAKING REQUEST: _____

TITLE OR RELATIONSHIP TO GROUP/CLUB: _____

REQUESTED AMOUNT: _____

ARE YOU WILLING TO ACCEPT PARTIAL FUNDING? YES _____ NO _____

PLEASE ATTACH A ONE PAGE NARRATIVE DETAILING THE FOLLOWING:

How will funding improve or impact the program?

Why are FHS Booster Club funds necessary?

If funding is unavailable or the proposal is not fully funded, will this program be able to fund the request with other funds?

ATTACHMENTS

Please attach an invoice or statement from the vendor showing the amount of the proposal, make sure the correct name and address is on the invoice to ensure proper dispersal of funds if awarded.

SIGNATURES:

COACH/GROUP SPONSOR

FHS PRINCIPAL

FHS ATHLETIC DIRECTOR

GRANT COMMITTEE RECOMMENDATIONS

MEETING DATE: _____

AMOUNT APPROVED: _____

MOTION TO APPROVE BY: _____

SECONDED BY: _____

COMMENTS OR RESTRICTIONS:
