

CENTURA BOOSTERS GRANT APPLICATION GUIDELINES AND PROCEDURES

The mission of the Centura Booster Club is to support and assist with the programs and activities of Centura students, thereby creating positive experiences for all our youth. This will be accomplished by recognizing the endeavors and achievement of teams, groups and individuals, by assisting the students, teachers, coaches and administrative staff, by increasing community enthusiasm and by raising funds to support these interests.

1. Grant funds must be used to benefit a group, club, department or organization of Centura Junior or Senior High.
2. All funding requests must be received at least 72 hours prior to a meeting to be considered at that meeting.
3. The applicant or the applicant's designated representative must present the application at a Booster meeting and be prepared to answer questions regarding the grant request.
4. The application must be completed fully and include all required attachments and signatures before the grant will be considered by the Boosters.
5. The completed application must be turned in to the High School Principal. The High School Principal or Activities Director and the School Superintendent will review the application, provide comments and forward the application to the Booster President.
6. The application will be approved if a majority of the voting Booster members present at that meeting vote in favor of the grant request by a simple majority.
7. Once approved, grant funds must be used within one year. Vendors will be paid directly by the Boosters or to the club or group upon receipt of invoices or billing statements. If the funds are not requested within one year, the grant will be forfeited.
8. If you have any questions, please contact a Booster officer. Booster officers' contact information is displayed within the Booster link on the Centura Public Schools website.

<http://centuraps.org/centura-boosters/>

CENTURA BOOSTERS GRANT APPLICATION

Name of Group, Club, Department or Organization: _____

Name of Coach/Sponsor/Club Leader/Faculty Member: _____

Phone Number: _____ Email: _____

Amount of Grant Request: \$ _____ **Date Grant Needed:** _____

What is the total estimated cost for your project? \$ _____

If you are only requesting a portion of the total costs, where will the additional funds come from?

How much is your group contributing towards this project? \$ _____

Are you applying for or receiving funding for this project from any other source?

Yes _____ No _____

If you answered Yes, please disclose the source and the amount you have received or expect to receive: _____ \$ _____

Is this request for a new project, program or item? Yes _____ No _____

If you answered No, how was this project funded in the past? (For example, by the school district, private donations, grants, your group's fundraising, etc.):

Attach the following to your application and submit all to the Centura High School Principal:

1. A short explanation of how this project will benefit our students, faculty and/or the Centura community.
2. An itemized statement of all the costs of the project, including estimates received.
3. A statement describing your group's participation in Booster projects and fundraising activities.

Coach/Sponsor/Club Leader/Faculty Member Signature:

Date: _____

Centura High School Principal/Activities Director Comments:

Centura High School Principal /Activities Director Signature of Approval:

_____ Date: _____

Centura High School Superintendent Comments:

Centura High School Superintendent Signature of Approval:

_____ Date: _____