

# 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. Grant requests need to be submitted at least 5 business days prior to a meeting to be considered at that meeting. This will allow time for school administration to review and forward to the Booster President. Grants can be submitted for consideration starting with the September meeting through the April meeting.
3. 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 Activities Director. The Activities Director will review the application, provide comments, obtain signatures, 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. The email address is [CenturaBoosters@gmail.com](mailto:CenturaBoosters@gmail.com)

<https://centuraps.org/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 Activities Director:**

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:

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Centura High School Principal /Activities Director Signature of Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

Centura High School Superintendent Comments:

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Centura High School Superintendent Signature of Approval:

\_\_\_\_\_ Date: \_\_\_\_\_