

Analy High School Education Foundation

Project Funding Request Form: 2009-2010

About AHSEF:

The Analy High School Education Foundation is a non-profit community organization that obtains contributions through fundraisers and donations. AHSEF's goal is to distribute funds for programs and activities that actively support a stimulating, engaging, rigorous academic and creative learning environment at Analy High School, thereby supporting our public school and the students who are our future. AHSEF works closely with the West Sonoma County High School District, but is not part of the District.

Project Funding Application Requirements:

- * Applications should be submitted on AHSEF's Project Application Form, attached.
- **Scope of Projects Considered:** Applications must be for projects that further the Foundation's mission of supporting a stimulating, engaging, rigorous academic and creative learning environment at Analy High School. Projects must benefit current Analy High School students.
- **Who May Request Funds:** Teachers, administrators, other Analy employees, students, parents, and community members.
- **Monetary Limits:** Projects can be for any dollar amount.
- **Signature Requirements:** All applications must be signed by an Analy principal or vice principal. Applications originating inside the school must also be signed by the appropriate department head.
- **Post Expenditure Report:** Upon expenditure of awarded funds, the recipient must provide AHSEF with a written statement identifying what was purchased with the funds and whether the expenditure was worthwhile.
- **Application Deadline: Friday, March 26, 2010.** No late applications will be considered. Please deliver to Alicia Mills in the Analy High School Principal's Office by the deadline.

Timeline:

- **Friday, February 5, 2010.** Applications available on-line on the AHSEF website. Alicia Mills, principal's secretary will have hard copies of application, if needed.
- **Friday, March 26, 2010.** Applications due. No late applications accepted.
- **Wednesday, May 12, 2010.** Funding decision made by AHSEF. Recipients are notified within one week.
- **Friday, May 21, 2010.** Funds available to recipients.
- **February 28, 2011.** Funds must be used by this date, or they revert to AHSEF.

AHSEF does not hire personnel or authorize new programs

Granting by AHSEF is subject to District approval of the services or program involved. Please see the District or School Administration regarding the procedures to be followed in paying for services and/or initiating new programs.

For more information: Please call Gordon Shimizu @ 823-6683 or gshimizu@santarosa.edu

Application available online: www.analyedfoundation.org

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Instructions:

Please try to be as complete as possible. Use additional pages if necessary.

Important Dates.

- March 26, 2010: Applications due. No late applications accepted.
- May 12, 2010: Funding decision made. Applicants informed within 1 week.
- May 21, 2010: Funds available.
- February 28, 2011: Funds must be used by this date, or they revert to AHSEF.

Deliver Applications to: Alicia Mills, Analy Principal's Office,
6950 Analy Avenue, Sebastopol, CA. 95472

Must be received by Friday, March 26, 2010

Date: _____

APPLICANT INFORMATION

Applicant Name: _____

Department or Organization: _____

Applicant Contact Phone: _____

e-mail address: _____

e-mail address must be provided to receive early notification of grant decisions

Co-participants/Sponsors: _____

PROJECT DESCRIPTION

• **Project Title:** _____

• **Total Amount Requested:** _____

• **Describe the Project:**

Goal: What will the project accomplish? How will the project meet current needs for Analy and/or its students?

Management: Who will manage this project? Is there anything we should know about this person's qualifications or background?

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- **Target Population:** Which and how many students will benefit from the project? Are there specific departments that will benefit from the project? If so, which ones?
- **Duration:** How long will the project last? Do you see this project as having a long-term impact or instead providing a one-time benefit?
- **Funding Sources:** Are other funding sources available, to your knowledge? Are there matching funds available? Are you pursuing or have you pursued these funding opportunities? What were the results?
- **Additional Information:** Is there anything else that you would like us to know about this project?
- **Budget:** Use the grid below as a guideline to provide an itemized list of all the items requested in this grant proposal. Attach documentation to substantiate your request. For example, attach a brochure or other printed information from the vendor, print out a page from a catalog, etc. The more detail you provide supporting the accuracy of the dollar amounts you've requested, the better able we will be to assess your funding request.

Budget Category	Requested Items and Prices
Supplies and materials (include consumable one-time use items here)	
Equipment (include items that will have a lifetime beyond the particular project use)	
Other Costs	
*Total Requested	

*Don't forget to include taxes and costs for shipping and handling.

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***Signatures:** Both the Applicant and the Vice Principal or Principal must sign all applications.

1. Applicant Signature REQUIRED FOR ALL APPLICATIONS:

I declare that the information above is accurate to the best of my knowledge. I also understand that all items purchased with funds from the Analy High School Education Foundation are the property of Analy High School.

Signature of Applicant

Date

2. Department Head Signature (Required if application originates inside Analy):

*For applications originating inside Analy a third signature is required—that of the department head.

To Department Head:

- Are you aware of other funds available for this project? Yes ____ No ____
- On a scale of 1 to 10, please rank the importance of this funding request (where, 1 = low and 10 = high). If you have comments or information regarding this application, please make them here.
- Ranking-Importance of Funding Request (1-10): _____
- Comments or Information:

Signature of Department Head

Date

3. Principal or Vice Principal Signature (Required for all applications):

To AHS Principal or Vice Principal:

- Are you aware of other funds available for this project? Yes ____ No ____
- On a scale of 1 to 10, please rank the importance of this funding request (where, 1 = low and 10 = high). If you have comments or information regarding this application, please make them here.
- Ranking-Importance of Funding Request (1-10): _____
- Comments or Information:

Signature of Principal or Vice Principal

Date