

# Analy High School Education Foundation

## Project Funding Request Form: 2011-12

### ***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 & Guidelines:***

\* 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.
- **AHSEF does not fund textbooks**
- **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.
- **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: Wednesday, March 14, 2012.** 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 3, 2012.** Applications available on-line on the AHSEF website. Alicia Mills, principal's secretary will have hard copies of application, if needed.
- **Wednesday, March 14, 2012.** Applications due. No late applications accepted.
- **Friday, May 4, 2012.** Funding decision made by AHSEF. Recipients are notified.
- **Friday, May 18, 2012.** Our goal is to fund recipients by this date.
- **Friday, March 1, 2013.** 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.

***more information:*** Please contact Eileen Brooker at ehorganbrooker@hotmail.com

***Application available online:*** [www.analyedfoundation.org](http://www.analyedfoundation.org) and with Alicia Mills

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## Project Funding Request Form: 2011-2012

### Instructions:

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

### Important Dates.

- **March 14, 2012:** Applications due. No late applications accepted.
- **May 4, 2012:** Funding decision made. Applicants notified.
- **May 18, 2012:** Funds available to recipients.
- **March 1, 2013:** 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 Wednesday, March 14, 2012**

**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? Does this project have a "green" component (not required)?

**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? If applicable, what are you currently using in lieu of this project/item and what is it's condition?
  
- **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.
  
- **Please prioritize your requested items:**

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 Principal (or Vice 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

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### 2. 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 \_\_\_\_ (If yes, please provide details)

- Comments or Information:

\_\_\_\_\_  
Signature of Principal or Vice Principal

\_\_\_\_\_  
Date

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1) If you are funded, would you be willing to notify the your students' parent base, letting them know about the awarded board funding, to help us educate parents about what AHSEF provides?

2) If you were funded in the past by AHSEF, when were you funded and in what amount(s)?

Please use this space below, or another piece of paper, if you would like to comment on:

- The timing of our funding cycle
- The ease of the current AHSEF application process
- Your own thoughts and suggestions about "what works" and "what could work better."