

# Southern Cayuga Central School District

## SCCS BOOSTERS CLUB | GRANT REQUEST FORM – PAGE 1

The SCCS Booster Club is pleased to consider funding requests for programs benefiting Junior and Senior High Students at Southern Cayuga Central School. Requests may be submitted by SCCS students, teachers, advisors, coaches, administrators or community members. **All requests must first be approved by the SCCS High School Principal before submitting to the SCCS Booster Club for consideration.** Once the proper documentation and approvals are obtained, please submit the grant request form and all necessary attachments to the SCCS Booster Club via email to [scboosters34@yahoo.com](mailto:scboosters34@yahoo.com) and also leave a hard copy in the SCCS Boosters Club mailbox located in the Main Office at the High School.

Please remember that all grant requests must be presented and approved by the SCCS Boosters Club prior to purchase or contract for services. This form is not intended for use as a method of reimbursement.

**All funding requests must be received at least 10 days in advance of a Boosters Club regularly scheduled meeting and the requestor must be prepared to attend the meeting to present their request in person.** Meetings are held monthly and meeting dates can be found on the SCCS Boosters tab on the SCCS website page.

Please do not hesitate to send an email to [scboosters34@yahoo.com](mailto:scboosters34@yahoo.com) should you need help in completing this form! Once a request for help is received, a SCCS Boosters Club Steering Committee member will be in touch with you directly. We are excited to support the students at SCCS and look forward to hearing from you.

Name of SCCS Organization/Program: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Has your organization/program received funding from SCCS Boosters Club previously? \_\_\_ Yes \_\_\_ No

Amount Requested: \_\_\_\_\_ Date When Funds are Needed: \_\_\_\_\_

Project Total Cost: \_\_\_\_\_

1. Description of Funding Request: \_\_\_\_\_

2. Purpose of funding request and how it will benefit our students and/or school district:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many students will benefit from this grant: \_\_\_\_\_

4. What grade levels will benefit from this grant: \_\_\_\_\_

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## SCCS BOOSTERS CLUB | GRANT REQUEST FORM – PAGE 2

5. Please describe the active fundraising being done by students benefitting from this grant:

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6. Please describe the anticipated outcomes of the program for which you are requesting funding:

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7. Who will oversee the program to ensure outcomes are met: \_\_\_\_\_

8. If funding is granted, to whom should the check be made payable: \_\_\_\_\_

9. Is this a one-time request or do you expect to make a similar request next year: \_\_\_\_\_

10. Have you completed the attached proposed budget with anticipated student expense and other funding sources/amounts outlined: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Your funding request will not be considered without completing this attachment.**

11. Date of Application: \_\_\_\_\_

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### Applicant's Signature

By signing, applicant acknowledges having read and understood the Grant Request Guidelines and that this request abides by those.

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### Principal/Administrator's Signature

By signing, the administrator is approving the requested item(s) as appropriate for payment by SCCS Boosters Club funds.

*This section below for SCCS Boosters Club use only*

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Date Rec'd: \_\_\_\_\_ Date voted on: \_\_\_\_\_

\_\_\_\_ Request Approved. Amount funded: \_\_\_\_\_

\_\_\_\_ Request not approved. Reason: \_\_\_\_\_

\_\_\_\_ Other Action: \_\_\_\_\_

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

SCCS Boosters Club Treasurer

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## *SCCS BOOSTERS CLUB | GRANT REQUEST FORM – PAGE 3*

<u>Summary of Project Expenses</u>	<u>Financial Cost</u>	<u>Description (use additional page if needed)</u>
1. Clothing	\$ _____	_____
2. Event Admission	\$ _____	_____
3. Food	\$ _____	_____
4. Gifts	\$ _____	_____
5. Hotel	\$ _____	_____
6. Materials	\$ _____	_____
7. Transportation	\$ _____	_____
8. Other Categories (Please list)	\$ _____	_____
a. _____	\$ _____	_____
b. _____	\$ _____	_____
c. _____	\$ _____	_____
<b>Total Cost</b>	<b>\$ _____</b>	

**Anticipated/Realized Funding Sources Contributing to Total Cost of Project Expense**

	<u>Anticipated Funding</u>	<u>% of Total Project Cost</u>	<u>Received to Date</u>
1. Student Personal Cost	\$ _____	_____	\$ _____
2. Class/Club Fundraising	\$ _____	_____	\$ _____
3. SCCS Boosters	\$ _____	_____	\$ _____
4. Southern Cayuga School District	\$ _____	_____	\$ _____
5.. Other Funding Sources (please list)	\$ _____	_____	\$ _____
a. _____	\$ _____	_____	\$ _____
b. _____	\$ _____	_____	\$ _____
c. _____	\$ _____	_____	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>	<b>100 %</b>	<b>\$ _____</b>

**Financial Summary Prepared By:** \_\_\_\_\_

**Reviewed and Approved by Junior/Senior High Principal:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

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## SCCS BOOSTERS CLUB | GRANT REQUEST GUIDELINES – PAGE 4

**The SCCS Boosters Club raises funds to provide experiences and resources that promote the school community, expand the potential for student learning, and support the mission of the school.**

1. Priority is given to grant requests that benefit the most students.
2. All grant requests must be submitted electronically at least 10 calendar days before a Boosters meeting to allow sufficient time for the Committee to review the application and request further information if needed on a case-by-case basis.
3. The Junior/Senior High School Principal must approve grant requests before electronic submission to the SCCS Boosters Club. His/her approval indicates that the request fits in with current curriculum guidelines and the school mission.
4. The completed and signed application form should be submitted via email [scboosters34@yahoo.com](mailto:scboosters34@yahoo.com) and a hard copy should be placed in the SCCS Boosters Club mailbox, in the Main Office of the High School. Please be sure to include a proposed budget attachment with anticipated student expense and other funding sources/amounts.
5. The grant request applicant, or their designee, is required to attend the general SCCS Boosters Club monthly meeting to discuss their request and answer any questions prior to a decision being rendered.
6. Voting on grant requests will be done confidentially (without requestor present) and may be by show of hands or by paper vote at the discretion of the SCCS Boosters Club President.
7. Any SCCS Boosters Club member applying for, or benefiting from, requested funds will be excluded from voting on the grant request.
8. Applicants will be notified of approval/denial within one week of member voting. The Boosters reserves the right to approve or deny all or a portion of the request. The requestor may resubmit at a later date. The SCCS Boosters Club may conditionally approve a request with the stipulation that certain questions are answered prior to final approval.
9. Receipts of purchases must be submitted to, and kept on record with, the SCCS Boosters Club Treasurer.
10. A record of all applications will be kept on file with the SCCS Boosters Club.
11. People benefitting from the receipt of a grant are asked to give back to the SCCS school community.
12. Funding may be rescinded if funding goals are not met in a timely manner.

***Please contact an SCCS Boosters Club representative if you have further questions.***