



Code: _____ Paid: _____
School Year: _____-_____
CHS Foundation Use

Grant Request

Team/Club Name: _____ Date: _____

Applicant Name: _____ Email: _____

Relationship to Team/Club: _____

Grant Title: _____

Please describe what the funds will be used for, include dates: _____

Amount Requested: \$ _____ Total Cost of Project: \$ _____

- ☐ Yes ☐ No Is this an ASB recognized group? ☐ Yes ☐ No Do you have ASB Funds?
☐ Yes ☐ No Will you be doing any additional fundraising and/or receiving funds from any other source?
☐ Yes ☐ No Are there any CHS or District funds available for this type of project?
☐ Yes ☐ No Is volunteer support requested as part of this Grant?

If yes to any of the above, please describe: _____

Who will benefit: _____

How many students will benefit? _____ When will the students see the benefit? _____

Principal/AP Signature: _____ Date: _____

CHS Advisor/Coach Signature: _____ Date: _____

ASB/AD if requested: _____ Date: _____

How To Submit: Email to ClairemontHSF@gmail.com, place in CHS Foundation mailbox in the CHS office or present in person* at the monthly Foundation board meeting. Email us to be added to the meeting agenda.

All Grant Requests are reviewed at the monthly board meeting.

See attached sheet for additional information.

For CHS Foundation Use Only:

Date received/reviewed: _____ Date approved: _____ Amount Funded: \$ _____

Check # _____: Date Processed: _____ Date Delivered: _____ To: _____

Code: _____ Receipts ☐ Payment Request Form ☐ Notes: _____



Grant Request Information

CHS Foundation provides Grants to provide the extra resources your group requires for a much-needed program or project. We seek to approve grants that will have a positive impact on students and the entire CHS community, both directly and indirectly.

How To Request a Grant:

Use the Grant Request form to request CHS Foundation funds to support your project, up to \$250. Complete the form, including the signatures of CHS Admin. The ASB Advisor and/or Athletic Director's signature is only required when requested by CHS Admin and/or CHS Foundation. You will be notified when your Grant is approved.

How To Submit A Grant Request:

- Email the completed form to **ClairemontHSF@gmail.com**
- Deliver to the Foundation mailbox in the school office.
- In person at the monthly Foundation board meeting *(best method for faster turnaround)*.

How To Use Your Approved Funds:

1. Submit a completed [Payment Request form](#)- available at CHSFoundation.info
2. Attach invoices/receipts and include the disbursement instructions.
3. Please provide a recap (and photos, if possible) by email

How to Help Us, Help You:

CHS Foundation relies on donations from our CHS community, local businesses and CHS families to fund these grants, so please help pay-it-forward by promoting CHS Foundation with this project.

- tag us in your social media posts
- add the CHSF logo to your printed or electronic media, t-shirts or signage
- include the CHS Foundation website address in your promotions. **CHSFoundation.info**

All Grant Requests and Payment Requests are reviewed and processed at the CHS Foundation monthly board meetings.

Board Meetings are open to everyone.

Please notify us if any request needs to be expedited.