

Date received: _____

Month on Agenda _____

Approved Denied



FOUNDATION FUNDS REQUEST

(FOR REQUESTS OVER \$250)

****This form should be submitted to the Assistant Principal a minimum of ONE MONTH prior to the date funds are needed. Receipts may be submitted after a project has been complete, however, there is no guarantee of approval. Requests are reviewed for approval only on the 2nd Monday of each month.****

Priority is given to requests that:

- Provide an experience, service, or resources that is not funded by other programs
- Has impact on a significant number of students, staff or specialized population
- Is educational
- Provides ongoing benefit to the Keheley community
- Has met deadlines and requests for information as stated by this form

Project Name _____

Date funds are needed: _____ To whom should money be paid: _____

If approved, Keheley Foundation will write a check to the person or business listed above.

Project Leader(s) _____

Primary contact email: _____

Area of project focus:

<input type="checkbox"/> Literacy/ELA	<input type="checkbox"/> STEM	<input type="checkbox"/> Special Education
<input type="checkbox"/> Health	<input type="checkbox"/> Community	<input type="checkbox"/> Advanced Learners
<input type="checkbox"/> Cultural Arts	<input type="checkbox"/> Other (please specify) _____	

Please provide a description of the project and how it will benefit the Keheley community. Attach any supporting documentation you feel will be helpful.

Involvement:

How many staff involved: _____

How many students **directly** involved: _____

How many parents involved: _____

How many community members involved: _____

Financial Request:

Total cost of this project: \$_____

Total funds requested from Foundation \$_____

Please provide a description of the funds needed from the Keheley Foundation to support this project.

VENDOR	ITEM DESCRIPTION	AMOUNT
Total		

Monies will be paid to vendors upon receipt of invoice. Reimbursements will be written to project leader(s) when receipts have been received.