



Booster Club Grant Application

The Booster Club is pleased to offer financial grants up to \$2,000 to BHR Academic and Shop departments for activities that are consistent with the Booster Club Mission. Under special circumstances grants may exceed \$2,000, however additional review procedures may be required.

The Blue Hills Booster Club is a non-profit, 501(c)(3) organization. Our mission is to raise money to fund enrichment activities for all students (including clubs), scholarships and trade awards for Blue Hills students. Grants will be awarded based on the availability of funds and the merit of the request. Grants will be provided on a first come, first serve basis after an appropriate amount of funds have been set aside for scholarships and trade awards. Grant applications will be reviewed and decided upon within 30 days of receipt. Grants must be approved by the principal prior to submission to the Booster Club Board. If approved, all Grant recipients must provide the Booster Club with a completed project summary report (no longer than 1 page) that documents the completion of the activity, how the funds were expended and the final benefits provided to the students. The post activity report will describe how funds were disbursed if not done directly by the Booster Club Treasurer.

Blue Hills Booster Club Grant Process

1. Requestor completes "**Grant Application**" (it is a pdf fillable form may be saved as with a new file name and shared electronically via email)
2. Requestor reviews request with the School Principal and requests approval.
3. If approved the Principal will sign (authorize) the grant request
4. The signed grant request will be forwarded from the principal to the Booster Club treasurer
 - a. Place a hard copy of the request in the Booster school mailbox
 - b. Email the treasurer to expect the request - treasurer@bh-boosters.org
5. The Treasurer will share the request with the Booster Club membership and request approval
6. Once approved by the Boosters, a grant number will be assigned. The requestor and principal will be informed that the Boosters has approved the request by the treasurer (in writing).
7. The school administration will follow the usual school purchasing process and disburse the funds from a school account.
8. Once the grant has been completed the school will provide the Boosters with a request for reimbursement and will provide support details that outlines how the funds were disbursed.
9. The requestor will complete the "**Grant Recipient Report**" (page 2) to the Booster Club within 60 days of the completion of the grant activity.

Booster Club Grant Application Form

1. Title of Grant:

2. Date funds needed by:

3. Description of grant activity:

4. Amount Requested:

5. What percentage of the booster grant will pay for the requested activity? If less than 100% please describe any fundraising or cost sharing (other than a Boosters grant) that you have done or plan to do to help fund the need.

6. Payee if Known:

7. Proposed Date of Program/Project:

8. Please describe how many students and how this will benefit BHR students:

Requestor - Name, Title, Date & Contact information:

Approver (Principal) –Name & Date _____

Date Approved by the Booster Club: _____

BH Booster Club - *Grant Recipient Report

1. Title of Grant:
2. Grant Approval Date:
3. Grant Completion Date:
4. Actual Amount Expended and to whom
5. Please describe if the objective of the grant request was met and how.

7. Do you plan on applying for a similar grant in the future? If so when? (This helps with BH Booster club planning).
8. Photos of students benefiting from the grant would be greatly appreciated (to help promote and create awareness of the grant program).

*Please provide a brief report within 60 days of the completion of the grant related activity