

## REQUEST FOR FUNDS FORM

### Instructions

Please send Request for Funds form to Shawna Sprague, Treasurer, SD25 Education Foundation after the submitter and principal have signed the form. Shawna will obtain signatures from other directors as they apply to each grant and final approval from the Education Foundation Grant Committee. You will be notified by email of approval or denial. **Please allow at least 30 days for approval and ordering process of grants.**

<b>A. SUBMITTER INFORMATION</b> (Please Print)		
Name:		
School:		
Title or Grade Level:		
<b>B. FUND:</b>		
<input type="checkbox"/> Simplot Funds <input type="checkbox"/> Classroom Funds	<input type="checkbox"/> Reams Fund <input type="checkbox"/> School or Personal Class Fund (list school)	<input type="checkbox"/> Specific Fund – Name of Fund:
<b>C. CURRICULAR INFORMATION</b>		
1. Title of project: Please be as detailed as possible and attached supporting documents if available, i.e., amazon list, quotes from vendors.		
2. Are there any alterations or constructions to be performed with respect to district facilities? (If yes, please describe)		
3. Are there any on-going costs associated with this project? (If yes, please describe.) Are supplemental funds from the district, such as: equipment, computers, power, water, transportation, staff, etc. needed, or to be used, for the program or project? (If yes, please describe.)		
4. Please specify how much money you are requesting. <b><u>Be sure to include any shipping charges that might apply.</u></b>		

Signatures required on page 2

## SIGNATURES

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**Submitter's Signature (required)**

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Date

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**Principal Signature (required)**

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Date

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**Curriculum Director Signature**

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Date

- Approve
- Approve with Modifications:
- Denied (Reason):
- N/A

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**Elementary or Secondary Ed. Director Signature**

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Date

- Approve
- Approve with Modifications:
- Denied (Reason):
- N/A

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**Business Director Signature**

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Date

- Approve
- Approve with Modifications:
- Denied (Reason):
- N/A

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**Technology Coordinator Signature**

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Date

- Approve
- Approve with Modifications:
- Denied (Reason):
- N/A

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**Foundation Director or Grant Committee Chair**

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Date

- Approve
- Approve with Modifications:
- Denied (Reason):