



Our Mission

The mission and vision of the Guajome Park Academy Foundation is to provide resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical-thinking, global leaders through excellence and innovation in education.

Foundation Donation Request Form

A Foundation Donation Request Form must be submitted to the GPA Foundation Board of Directors when requesting a donation from the Foundation for a project, program, or event.

Approval Process: Request Forms and presentations for donations must be **turned in by 3:00 PM on the 15th of each month (or the preceding school day)** to be included as an action item in the next Board meeting. Turn in forms to Foundation Secretary & Treasurer Adrina Itzaina (Itzainaad@guajome.net). The Board meeting calendar is posted online: <https://www.guajome.net/community/foundation>.

Mandatory Attachments:

- Quote (with vendor name, address, and total price which includes tax, shipping, and any additional fees). Quote MUST be dated within 30-days of Donation Request Form submission
- Presentation (send as file or link to Itzainaad@guajome.net)

Mandatory Presentation of Request: A representative from the Group/Club/Team/Program requesting the donation must provide the Board with a visual and verbal presentation that includes the following: The amount requested, how the money will be spent, how the donation will benefit Guajome stakeholders, what fundraising has already been completed or is scheduled to be completed, the date the donation will be needed by, and any additional information that the Group/Club/Team/Program deems necessary and prevalent. The Board will be utilizing the Guajome Foundation Board of Directors - Donation Evaluation Rubric for assessment. See page two.

Group/Club/Team/Program Requesting Donation: _____

Name of Representative Requesting Donation: _____ Amount Requested: _____

Representative Email: _____ When Funds are Needed By: _____

Description: Please include a brief description of what the funds are being requested for.

For Foundation Board of Directors Use Only

Date Received from Applicant: / /

Approved on / / Not Approved & Reasoning: _____

Foundation Designee Signature: _____ Date: _____

Guajome Foundation Board of Directors - Donation Evaluation Rubric **TOTAL:** _____

Scoring Guide For: _____

- **25-28 Points:** Strong candidate for funding.
- **21-24 Points:** Consider funding with possible revisions.
- **15-20 Points:** Needs significant improvements before funding.
- **Below 14 Points:** Not recommended for funding.

Criteria	Excellent (4 Points)	Good (3 Points)	Fair (2 Points)	Needs Improvement (1 Point)
1) Number of Students Impacted	Benefits a large number of students (75%+ of the school, grade level, or targeted population).	Benefits a moderate number of students (50%-74% of the school, grade level, or targeted population).	Benefits a smaller group (25%-49% of the school, grade level, or targeted population).	Benefits a very limited number of students (<25%).
2) Diversity & Inclusion	Supports a broad & diverse range of students, including underserved populations.	Supports some diversity & inclusion efforts but is not fully comprehensive.	Limited diversity in student participation.	Little to no focus on diversity or inclusion.
3) Educational Value	Strong alignment with curriculum or enrichment goals; clear learning objectives.	Some alignment with curriculum or enrichment goals; general learning outcomes.	Limited educational connection but offers enrichment.	Weak or unclear educational value.
4) Fundraising Efforts	Group has already engaged in significant fundraising efforts.	Some fundraising efforts have been made.	Minimal fundraising efforts have been attempted.	No prior fundraising efforts.
5) Sustainability & Long-Term Impact	Clear plan to sustain activity beyond initial funding, with long-term benefits.	Some plan for sustainability, but needs further development.	Short-term impact with little sustainability.	No sustainability plan; one-time use only.
6) Budget Transparency & Feasibility	Budget is clear, reasonable, & justified.	Budget is mostly clear with minor gaps.	Budget is unclear or has questionable expenses.	Budget is incomplete or unrealistic.
7) Community & School Engagement	Strong involvement from teachers, parents, or community partners.	Moderate support from school or community members.	Some engagement but not widespread.	Little to no involvement from school or community.