

City Honors Foundation Request for Funding



Date: _____

Your name and the name(s) of the organization(s) requesting funding: _____

Phone # and email: _____

Amount requested: _____

Date needed by: _____

To whom should the check be addressed?: _____

Please describe the purpose of the request. Any additional information to explain or support the request is greatly appreciated and may be attached to this request form: _____

Have you or do you intend to request funds from any other source? _____ If so, please name the source and the amount requested/received: _____

After the Foundation Board has approved a funding request, the Treasurer can use the Funding Request Form as initial "back-up" documentation to issue a check. The recipient is responsible for providing further "back-up" documentation (a receipt or itemized list of expenditures) in a prompt manner. Failure to do so will result in future funding requests being rejected.

*All requests must first be submitted to the principal who will determine if funds are available from any other source. All applications for funding will be brought before the next Foundation Board Meeting following the filing of this form. The Board usually meets the third Wednesday of each month. Requests for funding should be received before the expense is incurred, as there is no guarantee that the request will be approved. However, as resources permit, each athletic activity (be it club or varsity) is permitted to request up to \$200 per team per school year. These requests are usually approved as long as proof of expenditure is provided either before or after the Board meeting.

Please note that use of Foundation funds for unauthorized purposes will result in the revocation of the funding request and a demand of repayment will be made. Additionally, the person(s) who requested the funds and the organization involved will be unable to request future funds from the Foundation until a change in procedures/personnel can be provided.