



## Grant Request Process 2017-2018

- **First step: ASB** ~ Request process begins with ASB and/or the IHS Athletic Department. Boosters will consider requests that have first pursued funds through the District, School and/or ASB.
- Some sports (Football, Basketball, Baseball, Softball, Soccer) have Advisor Committee Chair(s) that essentially coordinate all fundraising needs for activities that carry account balances within the Booster Club. Refer to the Booster website to see if your activity has an Advisory Committee Chair.
- Complete the Grant Request Form found on the Booster website.
- Boosters meet monthly, typically the first Tuesday of the month, to review and discuss the requests submitted. The Booster website has the calendar of actual meeting dates, time and location.
- Advisors/Coaches/Student Leaders are **encouraged to come present their request in person and answer questions** from the Board, however, the Booster Club must have a copy of the request prior to the meeting.
- The Booster Club will make a determination on how to proceed with each request by either tabling, approving or denying the request.
- The Boosters will notify the Club, Sport or Activity of the final resolution of the Booster Board.
- Once a grant is approved, funds are available immediately.
- Boosters generally does not provide financial support from general funds for end of year banquets and team/activity food.
- Booster Club will consider non-sanctioned sports/activities grant request and award nominations. Activity must be comprised of 100% IHS enrolled students, lead by an IHS advisory/staff/coach.
- To honor donor intentions, the Booster Club prioritizes grants that use funds during the school year requested. Exceptions would be requests for fall or beginning of the school year activities.
- Activities defined would be organized groups outside the curriculum that are not clubs or sports, such as Cheer. Activities further defined might also include non-academic events such as dances and spirit events.
- Clubs defined are any outside the classroom club recognized and approved by ASB.

### Factors Considered when Evaluating Funding Requests:

1. Duration of the grant/purchase from the date of purchase.
2. Does the item being purchased benefit the team for more than one year?
3. Does this request directly meet the needs of this sport/club/activity?
4. Does it support the mission of the school and the Booster Club?
5. How many students will be impacted?
6. What is the total cost of the request?
7. Has Boosters supported this group recently? If so, how much was that request? What is the total amount of booster funds granted for this group through recent years?
8. What is the overall impact on this club/sport/activity if this request is approved?
9. Does this group have a Booster Crew representative / Advisory Committee Chair?
10. Do the families that have students participating in the activity, support the Booster Club as members? If so, how many and what percent are Booster Club Members?
11. Has this group done any fundraising?
12. What is the alternate option if this grant is not approved?
13. Does this request fall into the category of providing financial assistance to those who might not be able to otherwise participate? If so, what other funding or fundraising avenues have they pursued prior to the booster fund request?
14. Was this request denied by the District or ASB? If so, why?