

# Request Form for Endowment Funding

To be filled out by Member (Teacher, Chairperson, Parent, Staff)

1. **Requests that do not INCLUDE this FULLY COMPLETED form will not be considered!**

Provide any supporting documentation (online quotes, proposals, bids, pricing research).

Include why your pricing request is the best deal (it's the lowest, or why it's better to buy a higher priced item due to quality, etc).

**Include what students will be served, how many, and in what manner.**

Get signed approval from **Department Chairperson**. If a technology item, get signed approval from **Director of Technology**.

2. **Submit to ASSISTANT SUPERINTENDENT by deadline of June 29** each year.

Request will be reviewed, scored and ranked by Committee in mid-July, voted on by OEF board by end of July.

3. **If approved, the itemized receipts or invoice** must be submitted to EF Treasurer for reimbursement or payment.

Unused award monies remain with Endowment Fund for future grant requests.

4. **If approved, the item belongs to OTHS**, not to the individual requesting the item. If the teacher, staff or chairperson leaves OTHS facility, then the item stays on OTHS property.

Items or expenditures costing **more than \$2,000** require **two (2) options** (quotes or bids), which should be included in the Request. Requests without this information **WILL NOT BE CONSIDERED**.

**\*\*\* DUE: June 29 \*\*\***

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Item: \_\_\_\_\_

Description/purpose/subject area: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Catalog page/online address: \_\_\_\_\_

Quantity: \_\_\_\_\_ X Cost per item: \_\_\_\_\_ + Shipping: \_\_\_\_\_ = Total Request: \$ \_\_\_\_\_

Is this item:  For your classroom only?  Shared by other teachers in your department?

Shared by other students in your dept.?  Shared with the whole school?

Estimated number of students that will benefit from this funding **PER YEAR**: \_\_\_\_\_

Other info: \_\_\_\_\_

Signature: Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Director of Technology \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Assistant Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

Attach additional info regarding the program, students served, costs, additional bids, etc...

# OTHS Endowment Funding Request Form

## ***Purpose statement***

The O'Fallon Township High School Endowment Fund's purpose is to provide financial support for the implementation of sustainable, long-term education programs that provide the students of the High School with enhanced educational opportunities not available from local, state or federal programs, resources, or tax dollars.

## ***Guidelines/criteria for funding grants – please read carefully!***

- **Description** of the program, beneficiaries, and how it will enhance educational opportunities beyond the existing school curriculum or available resources. Proposal should document need beyond Board of Education responsibility/resources.
- **Identify** who will be responsible for the implementation of the program and how the program will be implemented. (The who will do what and when). Is appropriate staff available? Address any special training needs (in-service, etc.) the proposed program will require and how it will be met.
- **Sustainability:** what assurances can be made that the program will continue into the future? OEF may help with a PILOT program but will NOT continue to fund the program year after year. Provide **budget** information that identifies all proposed costs for implementation and continuation of the program.
- **Performance objectives** should be included to measure the success of the program in reaching its stated objectives.

## **Prohibited use of grants**

- Grants **cannot** be used to supplement/offset salary costs of teachers or OTHS staff.
- Grants **cannot** be used to purchase routine educational supplies normally provided by the school system for instructional purposes (i.e., textbooks etc).

**Priority consideration** will be given to program proposals that offer the greatest impact on enhancing student educational opportunities and can be **affordably sustained without additional OEF funding**.

**Avoid** programs heavily dependent upon **expendable materials**.

Once approved, **receipts** must be submitted for reimbursement to the Treasurer within one (1) calendar year. (no later than June 29 of the awarded year)

If an approved item can be purchased for less than the amount approved, the savings will remain with the Endowment Fund account and spent later at the discretion of the Board.

## ***Factors to consider when submitting a Funding Request:***

- **Significance to Students or the School:** does it expand educational opportunities, make learning fun or more accessible, etc?
- Does it benefit a **large cross-section of students**? How many students benefit from the activity or resources in a SINGLE SCHOOL YEAR? More is better.
- What is the **cost**? Be sure to include any shipping. Approved amounts cannot be exceeded.
- Have you prepared a preliminary budget itemizing what you'd like to spend? Have you shopped for the best price?