



St. Thomas More Home and School Association Request for Funding

Complete each section of this page and use it as the cover sheet for your application, which should include all of the items described below. Requests should be left in the HSA President's box in Beth Ferrel's office.

I. Applicant Information

Name	Position at STM
Date	Email Address

II. Project Title

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Dates/Duration	Amount of Request
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III. Project Narrative (Attach separately)

Your narrative must include the following:

1. Short description of the project (1-3 sentences)
2. Detailed (one sentence per bullet point will suffice) description of your project including:
 - A. The need for your project.
 - B. Is this project new to STM? A curriculum enhancement?
 - C. What population in the school(s) will benefit from the project? (Include approximate number of students.) i.e. one classroom, one grade level, all building students, etc.
 - D. What are the goals of the project?
 - E. How will you measure or document the impact of your project?

IV. Project Budget (Attach Separately)

1. List specific projected expenses (examples include specific supplies, book titles, equipment, software applications, speakers, travel, training, etc.)
2. List any other sources of income supporting the project.
3. If this is an ongoing project, what plans do you have for future funding?

V. Principal's Acknowledgment (To be filled out by School Principal)

Are you in agreement with this grant request? Yes _____ No _____ If No, please provide reason below or on back of sheet.

VI. HSA Review (To be filled out by President or Treasurer)

Request approved _____ Denied _____ Account from which funds granted _____

Application Deadlines:

Requests are accepted at any time during the year. Requests **submitted by the 3rd of each month** will be considered at that month's HSA Board Meeting. Decisions will be told to the applicant after the Board Meeting.