



Rockford Lutheran Booster Club

3411 N. Alpine Rd.
Rockford, IL 61114

BoosterClub@RockfordLutheran.org



"Promoting and funding excellence in athletics, academics and the arts at Rockford Lutheran Jr/Sr High School"

Booster Club Grant Request Directions

Rockford Lutheran Booster Club is an ALL SCHOOL Booster Club and as such supports all programs and projects at Rockford Lutheran School. The Booster Club will from time to time make available grant funding for various programs and projects. To do so, a Grant Request form is submitted and a majority vote of membership present shall determine the outcome. Grant recipients will have one year to use the funds granted.

Please follow the directions below to submit a Grant Request Form.

1. Grant Request forms are to be deposited into Booster Club mailbox by appropriate due date.
2. Small Grant Requests are due the 1st of any month, unless otherwise notified or posted. The grant will be voted upon at the next Booster Club meeting following receipt.
3. Large Grant Requests are due October 1st or May 1st, unless otherwise notified or posted. Large Grant Requests will be voted upon twice per year at the October and May Booster Club meetings.
4. Grant requests shall be accompanied by documentation to support amount of request (pricing information - including multiple quotes, pictures, etc).
5. Grant Requests are to be presented by a member of the requesting organization or department at the appropriate Booster Club meeting.
6. Grant Request Form must be completed in its entirety in order to be considered. **Signature(s) required.**
7. Grant Requests will be voted on by Booster Club Members present at meeting where request is presented.
8. Grant recipients will be notified in writing within 7 days of approval with instructions on how to process for payment.
9. All grants are written with a Not to Exceed amount.
10. Grants not fulfilled within one calendar year will be forfeited. NO EXCEPTIONS. Recipients are welcome to reapply for funds. Requests will be processed as if new.
11. To process payments relating to granted funds, grant recipient must submit copy of Grant Purchase Requisition with any invoices and/or receipts every time a request for payment is made. NO EXCEPTIONS.



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Date of Request: _____

This is a

- Small Grant Request (up to \$500)...*due 1st of the month*
- Large Grant Request (greater than \$500)...*due October 1 or May 1*

Requesting Organization/Department: _____

Contact Name: _____

Phone: _____ E-mail: _____

Organization Type: Athletics Academics Arts Building Improvement

A.D. Notification/Approval (Athletics) _____ Date: _____

Admin Notification/Approval (All Others) _____ Date: _____

Current Request (include description, purpose, positive effects): _____

Number of Students Directly Affected (Circle one): <10 11-20 21-40 41-60 >60

(A) Total Cost of Your Project: \$ _____ (A)

(B) Amount Your Organization will raise separately for the Project, including Concessions. Minimum = 50% \$ _____ (B)

Amount Requested from Booster Club (A - B) \$ _____

Date of Last Request by Organization: _____ Approved Not Approved

(If known & if more than 1 in last academic year, please list total grant amount \$ _____

Purpose of previous Grant: _____

List Booster Club involvement from your organization in current academic year:

Helped at: Back to School Golf Playday Garage Sale Dances

Other (Describe) _____

Booster Club Use Only: Approved Not Approved Date: _____

Not to Exceed \$ _____ Grant # _____ Expiration Date: _____