

# Rockford Lutheran Booster Club - Grant Request Form



Date of Request: \_\_\_\_\_

- Small grant request (up to \$500.00) - Due the 1st of the month
- Large grant request (greater than \$500.00) - Due October 1st and April 1st.

Requesting Organization/Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization Type:

- Academics
- Arts
- Athletics
- Building Improvement
- Office/Administration
- Clubs

List Booster Club involvement from your organization. You can include staff, students, or parent involvement (paying members, frequent volunteers, etc.) \_\_\_\_\_

Current Request (Include description, attach pictures, and three pricing quotes/proposals) \_\_\_\_\_

Total Cost of Project (A)	\$
*Amount your organization will provide (B)	\$
Amount Requested from Booster Club (A - B)	\$

\*For Academics - Booster Club will provide up to 100% of cost

\*For all other requests - Booster club will negotiate a % of the cost.

Athletic Director approval (athletics) \_\_\_\_\_ Date: \_\_\_\_\_

Administrator approval (all other requests) \_\_\_\_\_ Date: \_\_\_\_\_

Booster Club Use Only: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

Not to Exceed Amount \$ \_\_\_\_\_ Grant # \_\_\_\_\_ Expiration Date \_\_\_\_\_



## Rockford Lutheran Booster Club

3411 N. Alpine Rd.  
Rockford, IL 61114

### **Booster Club Grant Request Directions - Updated 5/24**

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 the Booster Club mailbox by the appropriate due date.
2. Small grant requests (up to \$500.00) are due by the first of any month. The grant will be presented and voted upon at the next booster club meeting following receipt.
3. Large grant requests (greater than \$500.00) are due October 1st and will be discussed and voted upon at the November Booster Club meeting. The Booster Club will also consider large grants in the spring of each school year. Spring grant requests are due April 1st and will be discussed and voted upon at the May Booster Club meeting.
4. Grant requests shall be accompanied by documentation to support the amount of request. (Pricing information including minimum of three quotes, pictures, quantities, etc.)
5. All grant requests must be presented by a member of the requesting organization, or department, at the appropriate Booster Club meeting. This applies to both small and large grant requests.
6. Grant request form must be completed in its entirety in order to be considered. This includes obtaining required signatures either from an administrator or athletic director.
7. Grant requests will be voted on by Booster Club members (those that have paid dues) present at the meeting where the request is presented.
  - a. Presenters of grant requests will excuse themselves from discussion. Presenters may be brought back in to answer questions as needed.
  - b. Presenters may only vote on grant requests if they are paying members of the booster club.
  - c. The Booster Club secretary will prepare a ballot in advance with grant information for anonymous voting. (Large grant requests only)
8. Grant recipients will be notified in writing within seven (7) days of approval with instructions on how to process for payment.
9. All grants are written with a "not to exceed amount" .
10. The Booster Club will not exceed giving  $\frac{2}{3}$  of net income at the time of grant requests.
11. Grants not fulfilled within one calendar year will be forfeited. Recipients are welcome to re-apply for funds. Requests will be processed as if new.
12. To process payments relating to granted funds, grant recipients must submit a copy of Grant Purchase Requisition, with any invoices and/or receipts, every time a request for payment is made.