

Los Gatos High School
NEW MILLENNIUM FOUNDATION
Grant Request Application
Fall 2008

Please complete the following application and return it to the New Millennium Foundation Mail Box in the Main Office no later than 4:00pm on Monday **September 15th**. This application form can be sent and received by email. Send to Mike Bays: bayslaw@gte.net (NOTE: Incomplete applications will be returned.)

BACKGROUND INFORMATION (Please print)

Application's Name (Last Name First)

Date of application

Department

Campus phone/extension

email address

Position, title, subjects taught or number of students served

REQUEST FOR FUNDS

Please answer the following questions to help us understand the purpose and scope of the your request for funds.

1. A brief description of your proposal:

2. Goals and objectives you expect to accomplish with the funding of this proposal:
(Please include how the educational program and/or school environment will be enhanced by this expenditure.)

3. Proposal timeline for implementation of this plan. (Include start and finish dates.)

4. Breakdown of estimated costs and total of funds needed, include warranty/protection plan coverage:

5. Approximate number of students and/or staff to be served by this grant:
Students _____ Staff _____

6. Are you requesting reimbursement for recent purchases? Yes _____ No _____

7. Has this proposal been previously requested? Yes _____ No _____
8. Are there any alternative/outside sources of funds available to fund all or part of this request? Yes _____ No _____
9. Do you have a maintenance plan? Are there funds to back up this plan?
10. How will this equipment be secured to avoid theft?
11. Additional comments (if needed, attach another sheet):

NOTIFICATION

Applicant and Principal of Los Gatos High School shall be notified within 5 days to confirm that LGHS New Millennium Foundation has received this application.

Final funding decisions will be made solely by the LGHS NMF. Notification of all funding decisions will be made after the Fall Auction. LGHS NMF reserves the right to fund grants subject to specific conditions.

In accepting a grant, a grantee must agree to the limitations set by rights of privacy to provide access and documentation to the New Millennium Foundation for the purpose of evaluation and promotional purposes.

Applicant or Department Heads will be required to report results and status of equipment to NMF after one year.

Any application involving Technology equipment must first be passed through the IT department head before being submitted to the LGHS NMF Grant Review Committee.

Signed by
 applicant _____ Ext.# _____ Date _____
 Okayed by IT department, if necessary Yes _____ No _____