ROCHESTER COMMUNITY SCHOOLS FOUNDATION

FUNDING REQUEST FORM

DIRECTIONS:

1. Complete the questionnaire section on the ***Funding Request Form***.
2. Provide a detailed budget of specific items essential to the equipment, program or project. Include a description of all items, which are not immediately understandable.
3. Forward the signed ***Funding Request Form*** and the detailed budget to:

   RCS Foundation Office, 501 West University Drive, Rochester, MI 48307.

4. After the grant has been approved and the program or project is accomplished, complete the *Final Report Form*.

DEADLINES:

Funding request forms must be submitted by **November 1** for consideration in December, or **February 1** for consideration in March.

QUESTIONNAIRE:

1. Describe the purpose of the funding request. Indicate the problem or need that will be resolved as a result of the equipment, program or project.

2. Describe how the equipment, program or project for which funding is requested supports the district's strategic plan.

3. Describe who, what and how many individuals will be the direct beneficiary of the equipment, program or project.

4. Indicate how you will evaluate the effectiveness of the project or program.

5. Explain if the proposed program has been previously implemented within the RCS district. If so, list where, and how it was funded.

6. Indicate how you will promote the RCS Foundation within your building and parent community as it pertains to the grant request, if approved.

7. List the total cost of the equipment, program or project.

8. List the dollar amount requested from RCSF.

9. List the dollar amount pledged from other sources (PTA, building funds, etc.).

10. Provide the name and contact information for the recommended vendor to fulfill the equipment, project or program request. (Please attach additional paperwork if needed)

11. Indicate the anticipated date for the final report to be returned to RCS Foundation board. (Refer to the attached *final report form.*)

ROCHESTER COMMUNITY SCHOOLS FOUNDATION

FUNDING REQUEST FORM

SUBMITTED BY: _____

Name of Requester *Date*

School or Building: _____

The following approvals must be obtained before submitting funding requests.

_____

School or Building Administrator *Date*

School or Building Administrator's Comments:

_____

Executive Director of Technology and Strategic Initiatives (if applicable) *Date*

Executive Director of Technology and Strategic Initiatives' Comments:

_____

Deputy Superintendent of Teaching and Learning *Date*

Deputy Superintendent of Teaching and Learning's Comments: