

TAM HIGH FOUNDATION MINI GRANTS

DUE 8:00 PM, Thursday September 20th 2018

The Tam High Foundation is now accepting MINI grant proposals for projects up to \$12,500. All projects should enhance the learning environment, supporting you and your students in ways that the regular budget doesn't allow.

THF is interested in funding projects that align with our mission:

The Tam High Foundation is a fundraising organization that fosters the academic excellence and emotional and physical well-being of ALL Tam students.

In partnership with Tam High faculty and staff, the Foundation funds grants which support innovative programs, state-of-the-art tools and equitable educational opportunities in order to provide every student with a pathway to success.

With community support, our efforts make Tam High both a top academic high school and an extraordinary experience.

Consider how you can collaborate across campus with other staff members to have as broad an impact as possible.

Please email the THF office at info@tamhighfoundation.org if you would like any questions answered about the process or you would like to set up a meeting to talk about it in more detail - we are happy to help !

Please note:

- Requests for out-of-classroom experiences i.e. Field Trips are NOT directly granted by the THF. The Foundation provides an Experiential Learning Fund that is managed by JC Farr. Any such requests will not be considered and will be returned to the applicant.
 - Mini grant proposals **must be submitted via email** using the attached proposal form to info@tamhighfoundation.org for the attention of Elaine Wilkinson
 - The deadline for submission is **Thursday Sept 20th 2018 at 8:00pm**. Late submissions will not be accepted.
 - After review by the Grants Committee, expect to receive follow-up questions so your grant can be fully evaluated - this is part of our process and is not an indication as to whether your application is successful or not. Please try to respond to such questions within 48 hours.
 - Final Grant funding decisions will be made at the THF Board meeting on October 15th 2018. The decision is made democratically by all 35 THF board members.
 - Funding decisions will be emailed no later than Friday October 19th 2018
 - Funding requests must be submitted to the Budget Secretary within 90 days of notification of a grant approval.
 - Applicants who receive funding will be required to participate in an evaluation process and our Grants Presentation night in the Spring of 2019.
- We look forward to receiving your mini grant applications!

2017-18 TAM HIGH FOUNDATION MINI GRANT PROPOSAL

1. List your name(s) and department - please identify a project leader if there is more than one applicant, or if applying as a group, department, role, and contact information
2. Provide project name and summary, including a brief description of the project, its goals and objectives, and the grade levels and number of students who will benefit.
3. Describe how this project is innovative, will impact student learning and enhance students' opportunities to meet learning objectives.
4. Please provide a **detailed** implementation plan, including projected dates.
5. List amount of funding requested. Please attach a **detailed** budget including shipping and taxes - (add 9% for any vendors outside of CA, including if you are going to use Amazon)

For IT related grants :

Review the District list of IT equipment that is supported/ recommended for the upcoming school year. We highly encourage you to select your items from this list and utilize the pricing indicated. Devices that the District has listed as being unable to support will not be funded.

For Non IT related grants :

Please either attach a document supporting the source of your pricing information, such as an estimate, or indicate how and where your pricing information was obtained.

For Guest Artists, Speakers, Experts etc:

Please clarify if such charges are based on an hourly basis or a flat program fee.

6. If your grant has multiple components, **prioritize** requested items.

7. Provide date you expect to request funding from the Budget Secretary. (Note – **retroactive funding requests cannot be granted.**)

8. Have you submitted a similar grant application in the past? What was the outcome ?

9: Have you or your teacher leader requested funding for this from the district? If so, who did you ask and what was the response? If not, why not?

Signature of Applicant :

Signature of Administration Liaison :

Applicant Date :

Administration Liaison Date :

Thank you for your grant request and your commitment to Tam High students.

Please Check Your Grant Application is Complete...Have you

Included an Itemized Budget ?

Included any tax or shipping costs ?

Prioritized multiple components ?

Checked for district funding ?