

Please sign and date your request

Contact Person's Name

Date

Phone Number

Building Principal's
Signature

Date

FARMINGTON AREA EDUCATION FOUNDATION FUNDING REQUEST

Date: _____ **Requested By:** _____

Project Description: (Building/Grade Level/Brief Description)

Learning Outcome: _____

Number of Students Benefiting From This Project: _____

Projected Start Date: _____ **Estimated Date of Completion:** _____

Estimated Cost: _____

Funding Options other than Education Foundation: _____

Superintendent's Comments: _____

Superintendent's Signature: _____

Other Funds Available: _____

Committee Action:

_____ Approved _____ Holding: _____

_____ Not Approved: _____ _____ Need More Info: _____

_____ Amount Approved

FARMINGTON AREA EDUCATION FOUNDATION PROGRAM

MISSION STATEMENT

The purpose of the Farmington Education Foundation is to enhance and serve our community by supporting and enriching educational and learning opportunities in District 192.

GUIDELINES FOR FUNDING REQUESTS

1. Creative and innovative programs and activities that supplement and enhance the educational process are the primary focus of foundation funding. Funding is available for K-12 programs only.
2. Resource materials that support innovative programming and activities.
3. Other funding resources should be reviewed and considered before submitting funding requests. Foundation funding is not intended to replace usual and customary public funding of ISD 192.
4. There are no dollar restrictions as to the amount of a request.
5. The number of participants served and the cost per participant will be important factors when determining the value and merit of a request.

WHO MAY REQUEST FUNDS?

1. Typically, funding requests will originate from the school district's professional staff.
2. Any citizen of ISD 192 may submit a funding request through a co-sponsoring arrangement with a school district representative.

APPROVAL PROCEDURES

1. Individuals requesting funds should complete a one-page funding request form and submit the request form to the building principal who in turn will forward it to the Superintendent.
2. The Superintendent reviews each request to ensure compatibility with overall school district educational objects. All requests will be forwarded to the education foundation committee.
3. The Executive Director will notify the requester as to the status of their request within one week following the monthly meeting.
4. The individual initiating the request must submit a Project Evaluation Form within two weeks of the completed project.
5. Recipients will be required to keep a running account of the project by journal, videotape, or photos. A list of materials used during the project will be maintained and made available to the foundation upon request.

If you have any questions, please contact your building principal.