



## Evansdale Education Foundation Funding Request Guidelines

**Goal:** To provide for staff to identify funding needs and request funding from the Evansdale Education Foundation (EEF).

**Criteria:** All requests will be evaluated consistently with the investment criteria established by the foundation which are:

- Investments with the ability to obtain and leverage additional funds;
- Investments that impact the largest number of students;
- Investments that protect or enrich current educational programs: Language arts, social studies, science, art, PE, music, foreign language, math and magnet programs;
- Investments that promote smaller student/teacher ratios;
- Investments that the PTA cannot fund;
- Investments not easily funded through public and private grants;
- Investments of high priority identified by administration and/or faculty.

**Mechanism:** Prior to seeking any funding from EEF, staff must submit the request form to the administration for recommendation. Blank forms will be maintained in a clearly marked folder in the foundation mailbox. After it is determined that the school and the district cannot provide the funding and a recommendation from the administration is obtained, EEF will consider funding a specific request. The administration will be consulted related to any specific request. Requests may be referred to the PTA if the board determines this is the more appropriate funding source. Any request should be made in writing and may be provided to any board member or left in the foundation mailbox. Any request must be made before any funding is needed with ample time for the board to take action (typically at least 30 days) and should identify how the investment criteria apply. Any request for training or professional development should identify how the program would assist with building on the School's improvement plan and impact student achievement. In addition if training would require staff absence from the school, administrative approval for a substitute would be required prior to consideration of funding by EEF.



**Form for Request for Funds (Additional Sheets May Be Attached)**

Person Requesting: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_  
Date Funds Needed: \_\_\_\_\_

Please describe nature of request and attach any supplemental material deemed relevant:

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\_\_\_\_\_

Administration Recommendation:      Yes                      No  
Have County Funds Been Requested?    Yes                      No  
Have PTA Funds Been Requested?        Yes                      No

If PTA funds have been requested, please describe response received:

\_\_\_\_\_  
\_\_\_\_\_

If County funds have not been requested, please explain why:

\_\_\_\_\_  
\_\_\_\_\_

Please describe how the request meets the following Investment Criteria (Circle "Yes" or "No" for each criteria and provide more details below).

Investments with the ability to obtain and leverage additional funds      Yes                      No



Investments that impact the largest number of students	Yes	No
Investments that protect or enrich current educational programs: Language arts, social studies, science, art, PE, music, foreign language, math and magnet programs;	Yes	No
Investments that promote smaller student/teacher ratios	Yes	No
Investments that the PTA cannot fund	Yes	No
Investments not easily funded through public and private grants	Yes	No
Investments of high priority identified by administration and/or faculty	Yes	No

Please describe how the request meets these Investment Criteria:

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**Foundation Use Only:**

Date Reviewed: \_\_\_\_\_

Investment Committee Recommendation:      Fund                      Do Not Fund

Board Approval:                                      Approved                      Not Approved