

**SANDBURG ELEMENTARY FOUNDATION  
REQUEST FOR GRANTS FORM**

Please fill in the following information:

Name of requestor: \_\_\_\_\_

Date requested: \_\_\_\_\_ Date needed: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Detail description of request: \_\_\_\_\_

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

Quantity: \_\_\_\_\_

Amount of request: \_\_\_\_\_

Number of students benefited: \_\_\_\_\_

Are funds available from any other source?

YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes, please explain): \_\_\_\_\_

Are these funds already committed? YES \_\_\_\_\_ NO \_\_\_\_\_

Will further funds be needed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes how much and when? \_\_\_\_\_

Additional Comments (if any): \_\_\_\_\_

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

**NOTE: ALL REQUESTS WILL BE CONSIDERED BY THE FOUNDATION GRANT  
COMMITTEE; AND GRANTED BASED ON THE CRITERIA LISTED BELOW.**

Principal Comments: \_\_\_\_\_

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

Principal's Signature (Mandatory) \_\_\_\_\_

**REQUESTS WILL NOT BE CONSIDERED IF THEY ARE NOT REVIEWED BY THE  
PRINCIPAL**

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## **The Request Process**

After the request has been submitted the Sandburg Foundation it will be considered for approvals based on several factors but not limited to the following:

Compliance with our Mission Statement

Is the request unique and not currently funded

Cost involved/ Budget review

Number of student it benefits

Educational benefit/ does it fit within the schools curriculum

Implementation Ramifications

Urgency of Request

A request can be made by any parent, guardian, and staff member of Sandburg Elementary School; the request must be submitted using the attached form, clearly filled out. Priority will be given to applicants who were not grant recipients from previous school years.

Please contact the Foundation at [board@sandburgfoundation.org](mailto:board@sandburgfoundation.org) if you have further questions.