



BAA GRANT APPLICATION

I. Applicant Information

Name of Organization _____

Name _____ Phone _____

Address _____

Email address _____

II. Grant Information

Proposed Grant Request _____

Detailed Description of Item(s) _____

Please complete all sections:

	Quote #1	Quote #2	Quote #3
Total Grant Cost (including shipping)			
Name of Vendor			
Address			
Contact Name			
Email Address			
Phone Number			

Note: BAA is a tax exempt organization, so sales tax should not be included in grant total and will be removed during the requisition process.

III. Project Details - Please answer the following questions to the best of your knowledge and ability in the space provided or attach responses on a separate sheet

1. What are the direct and overall benefits of the proposed grant request?
2. How many students will be impacted if this request is approved?
3. What fundraising has your organization participated in?
4. What are the alternate options if this grant request is not approved?
5. What additional funds will be needed for sustainability of this grant, and what plans are in place to provide this future support?
6. Was this request submitted previously, and if so, why was it not approved?
7. Has the BAA supported your organization in the past? Please list recent grants awarded and what was the total amount of funds granted?
8. In what ways has your group supported the BAA to be able to provide grant opportunities?

IV. Attachments - All attachments must be included for a Grant Request to be considered

- Grant Application - All applications must be submitted on this form with detailed descriptions
- Quotes - All grant proposals require 3 quotes. Must be valid for 30 days past the date that proposals are due
- W9 from each vendor providing a quote if not already on file with the district
- End of Year Financial Report that was submitted to the district for your booster club
- Any additional supporting information you wish to provide

V. Acknowledgements Please initial beside each item

_____ I have notified the Athletic Director of my intent to submit this grant request

_____ I have confirmed that each of the vendors that provided quotes are able to work with purchase orders

_____ I understand that if the cost of my grant request is over the CV district bid threshold (TBD annually) that if approved, my grant must be put out to bid, unless it can be purchased through the district Co-Stars list

_____ I understand that once the BAA votes in favor to approve my grant request that it still must be presented to and approved by the CV school board before ANY forward motion can take place to make purchases

Proposer Signature

Date