



Grant request form instructions

MPACT tries to approve as many fund requests as possible, within the constraints of annual fundraising and that meet the objectives of the Mission and Vision of supporting programs that enhance students' experiences at MountainSide High School. Because we have finite financial resources, we examine each request carefully and objectively to ensure the money we grant is used in the best possible way and/or to benefit the most possible students.

We realize our fund request form requests a lot of information, and the fund request procedure requires several steps. But the bottom line is we want to fund worthy program requests, so we appreciate your understanding and patience.

Please read this document carefully before filling out the fund request form. Funding forms that are not filled out properly will be returned. Completed forms, with proper signatures, are due in the front office by the first business day of the month for consideration. MPACT's general membership meets only once every other month, but the Board of Directors meets monthly. If this is an emergency request, please contact the MPACT Board President (president@mountainsidepact.org) or Vice President at Large (vicepresident@mountainsidepact.org).

Funding Guidelines

As you make the decision to apply for funding from MPACT, please keep in mind the following guidelines that are weighed in making a funding decision:

- Maximal benefit: The number or percentage of students who are involved in or affected by the activity will be considered.
- Equal eligibility: Activity must be one in which any student is eligible to participate, not based on popularity or student election.
- Need: Existing school funding must be unavailable or insufficient. Activities and/or items which are normally funded from the school budget will not be considered.
- Fund Limits: \$2,000/year per group; exceptions to this limit will be reviewed by the Board of Directors on a case-by-case basis.

Funding Request Process

All sports, groups or activities requesting funds must follow these procedures:

- Please complete the attached form. Additional forms are available for download at www.mountainsidepact.org.
- Complete each section with as much information as you are able to provide. Incomplete requests may be returned to you so the more thorough you are the first time the more likely your request will be considered.
- Completed forms must be submitted first to the MHS Activities Coordinator or Athletic Director, who will evaluate whether there are other possible sources of funds from the high school budget and/or school district budget.

- ❑ A signature from the Activities Coordinator or Athletic Director indicates other funding sources are not available. Once you have received a signature, the form must be submitted to the Mountainside High School Principal.
- ❑ The Principal will review the request and, if approved, will forward it to the MPACT President for review by the MPACT Board of Directors at their next monthly meeting.
- ❑ Only fully completed forms, including all required information and signatures, that have been returned to the office by the first day of the month can be considered for funding that month. If the Board of Directors has additional questions, the form may be returned to the representative for further information prior to the next MPACT general membership meeting.
- ❑ The Board of Directors will review each request following the above guidelines. The request with the recommendation will then be presented to the Board for a vote at the next meeting.
- ❑ The grant requestor/rep or a substitute must be present at the meeting to answer questions related to the fund request, prior to a vote to approve/decline.
- ❑ Receipts must be provided for reimbursement. Internet documentation, purchase orders or other documentation is required to receive funding.



Grant request form

Name of Group/Team		Date of Request	
Name of Representative		Rep contact: email/phone	
Amount Requested		Total Cost of Items	

Describe what the requested funds will provide and how the total amount of the request was calculated (web site, catalogue, etc.), including documentation of research and comparison pricing (include two or more bids, if applicable):

Has a request for funds been made to the school's administration and declined? MPACT will only consider requests if MHS is unable to provide sufficient funding. YES NO

What other sources of income are being used to meet this need?

How will the item(s) funded be used to ensure greatest possible benefit? If the request is for equipment, could it be used by other activities/sports/clubs and if so, by whom?

Name, contact information of person or persons responsible for ensuring proper maintenance or storage of funded purchase (if applicable): _____

Designated Payee / Address: _____

REQUESTS MUST BE COMPLETE AND SIGNED BY ALL PARTIES BEFORE SUBMISSION TO MPACT

	Signatures	Date
Representative		
Athletic Director _____ or Activities Coordinator _____		
Mountainside HS Principal		

******* THIS SECTION FOR MPACT USE ONLY *******

APPROVED? ___ YES or ___ NO or ___ MODIFIED

REASON: _____

APPROVED AMOUNT: \$ _____ APPROVAL DATE: _____

AUTHORIZATION SIGNATURE: _____

DATE NOTIFIED: _____ BY _____ FOLLOW-UP: _____

CHECK #: _____ DATE MAILED: _____

SPOTLIGHT INFO REQUESTED? _____ NEWSLETTER DATE _____