

HMS Funding Application

The HMS PTSA and Foundation collaborate to support the school community and enrich the school's academic and cultural offerings. If you have a funding request that fits this goal, please use this form.

The HMS Foundation and PTSA will review all submitted applications. Applications that cannot be funded by the PTSA will be considered by the Foundation. Please **submit all request at least 2 weeks prior to the next Foundation meeting** (dates of upcoming meetings are available at www.hmsfoundation.org). Please note that if requests are received with less than 2 weeks' notice, the review may be delayed until the following meeting.

Feel free to use all the space you need, and **send the completed form to info@hmsfoundation.org**.

Your name _____

Grade you teach _____

Phone _____

Email _____

Project Title _____

Goals/Objectives:

What is/are your goals for this request? What outcomes do you expect to occur? Describe any relevant information on how this or similar projects have been successfully used in the past, if applicable.

Learning Standards:

Please describe which, if any, learning standards that are supported if this request is filled. If no learning standards are applicable, please provide a brief justification and describe how the request will support learning.

Implementation and Timeline:

Please describe when the project will be implemented and/or the materials will be used and how you plan to implement your project and/or use the materials.

Budget:

*Please give an **itemized list of the materials or services needed, including estimated cost.** Attach a list if needed, or include links.*

Evaluation:

How many children will be impacted by this request? How will gains in student knowledge and/or their experiences be evaluated? If you are targeting a specific need, please describe.

Other funding sources:

Please list other fundraising efforts, if applicable. Describe what you have already done to seek donations, if applicable.

All funding requests need to be reviewed by the Principal or designee. Please verify with the principal that no funds are available to meet this request.

If your project is urgent, you can submit the proposal at the same time as seeking input from the principal, but final approval of funds will be after the input of the principal has been received.

Date submitted to the principal: _____ Date of response: _____