**SPECIAL FUND REQUEST APPLICATION**

***Special Fund Requests are grants for Administrators and Club Advisors that are used for school projects that typically don’t happen in the classroom under the direction of one teacher. These may be for after school groups; special interest projects or district wide initiatives. Some Examples of grants given under this category are Upton Career Day, Science Olympiad funds, and district-wide licensing for media viewing. The focus must be on academics within the district.***

***Total Funds Available - $20,000 for all projects funded***

***Grantees have 12 months from time of approval***

***in which to spend special fund requests***

***Application Instructions:*** Please answer every question clearly and concisely, providing detail when needed. Please sign and scan your completed application and email the document to Foundation Administrative Director, Sue Riemland at [**sjpsfoundation@sjschools.org**](sjpsfoundation@sjschools.org).

1. **Date of Application:**
2. **Name of Applicant and Job Title:**
3. **Schools and grades impacted by this project:**
4. **Applicant's Email/Phone #:**
5. **Project Name:**
6. **Requested Amount**
7. **Describe the Project:**
8. **Student Impact (Please include grade levels as well as number of students involved):**
9. **How will you measure success?**
10. **Project Timeline:**
11. **Frequency of Use:**
12. **Budget? Please include itemized list of expenses and other sources of funding if applicable.**
13. **If you do not receive this grant, what other funding options are available?**
14. **Have you ever received a grant from the Foundation in the past?  YES  NO**
15. **If yes, what was the name and date of the previous project?**
16. **What was the amount of the previous grant received?**

**Approval Statement**

**I have discussed this proposal with the principal(s) for the school’s impacted by this project.**

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Applicant Signature and Date