



Sag Harbor Booster Foundation

Academics ~ Arts ~ Athletics

Funding Guidelines

The Sag Harbor Booster Foundation (hereafter "SHBF") makes funding available for organizations (clubs, teams, etc.) dedicated to supporting and promoting activities, events and programs for the benefit of the students of the Sag Harbor School District and community. All funding requests must meet the guidelines established by the SHBF. Attached you will find a copy of the Application for the Funding Program.

The SHBF is not intending to replace or circumvent the School Administration or their responsibility to fund basic school activities.

The SHBF does not typically fund the following:

- Transportation (busing) to or from field trips, sporting events, etc.
- Uniforms / Equipment / Apparel
- Individuals (with exception of the scholarships awarded to a graduating male/female senior)
- Salaries

Funding requests will be reviewed by the SHBF Funding Committee during the following months:

- September 1st – Fall Season
- November 1st – Winter Season
- February 1st – Spring Season
- May 1st – Summer Season

Steps to follow when applying for funding:

1. Submit completed application for funding. See attached.
2. Contact SHBF funding committee representative (listed below) to have your request placed on the agenda for the next meeting. Please note SHBF meetings take place the 2nd Tuesday of each month.
3. We may ask you to attend the SHBF meeting to present your proposal. Presentations consist of a five minute overview of your proposal as well as a question/answer session by the SHBF members.

SHBF Funding Committee

Jeff Brown
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Our Mission

The Sag Harbor Booster Foundation is a parent and community based registered non-profit 501(c)3 organization dedicated to supporting and promoting activities, events and programs for the benefit of the students of the Sag Harbor School District and Community.

ELIGIBILITY: Any Coach, Advisor or Leader of any group and/or team in the Sag Harbor School District who participates in any activity, event or program is eligible to apply for the Funding Program.

FUNDING PROGRAM: To qualify for the funding program, a request form / application must be completed. All requests must be submitted in writing and include, in concise form, the following information:

1. Amount of request.
2. Description and purpose of request (who will benefit from the request).
3. Specifically list what funds will be used for.
4. Statement regarding team member benefits if request is approved.
5. Intentions of the students to participate in fundraising to cost-share, if applicable.

The request form will be reviewed for appropriateness and relativity. The SHBF will respond promptly to all appropriately submitted requests.

APPLICATION: Go to the SHBF website for additional information, and to download necessary applications / forms or contact a funding committee member.

FUND AVAILABILITY: The SHBF maintains a minimum balance in a general fund. Amounts greater than the minimum balance maybe available for distribution four times a year. The maximum distribution per applicant is \$500. SHBF will grant one request per applicant, per year.



APPLICATION
FOR
FUNDING

Form with checkboxes for 'Approved', 'Not Approved', 'Academics', 'Arts', 'Athletics', and 'Other', along with a field for 'Amount \$'.

Date of Application: _____ Date Funds Needed: _____

Name of Organization/Group Requesting Funding: _____

Contact Person: _____

Phone Number: _____ Email: _____

Number of students participating/involved in project: _____

Specifically describe what funds will be used for (ie. item, workshop, event) : _____

Who will benefit from the funding: _____

How will fund help develop students involved: _____

Have other funding sources been explored / secured: _____

Are you eligible for school funding and have you applied: Yes / No. Explain: _____

Is the group willing to participate in fundraising to offset the cost of the request: _____

Total Dollar Amount of project: _____ Total Dollar Amount requested from SHBF: _____

If funded, check should be made payable to: _____

Applicant signature: _____

It is understood that the applicant / advisor will be expected to attend a SHBF meeting to answer any questions or concerns regarding the application.

Please read and check the appropriate line: Applicant agrees to provide pictures of the events or students involved in the funding request to the SHBF for possible use on the SHBF website and/or advertising.

Please check one: ___ Yes, I agree. ___ No, I do not agree.