Grant Request Form

Please complete and submit this form using the following procedures*:

- Grant Request Form must be completed by the requesting Coach, Trainer, or AD
- Completed Grant Request Form should be submitted to AD for review. Allow sufficient time for AD to review. AD-approved requests must be submitted to Boosters Co-Presidents by the 1st of the month (prior to Executive Board Meeting).
- Grant Request will be discussed at the Boosters General Meeting. Requesting individual (Coach, Trainer, AD) to attend meeting to support request and respond to any questions.
- Vendor's estimated costs (or PO) must be submitted with Grant Request Form.
- Proposal should be submitted and approved *before* the purchase of any item, as there is no guarantee that a Grant Request in part or whole will be approved.
- Coach/Trainer/AD will be notified by the Boosters Co-President if the Grant Request is approved or denied, and the amount if approved.

Please present completed form to Dan Healy, Athletic Director dhealy@summit.k12.nj.us.

Name of Team	
Name of Requesting Coach/Trainer	
Contact Information (email and phone)	
Explanation of Request	
TOTAL Amount Requested (Sum of lines below)	
Estimated Purchase Price	
Shipping Costs	
Other Expenses	
Explanation of "Other Expense"	
Indicate any other teams/clubs that might share or benefit from the request	
Date received by the Athletic Director	
Date reviewed/approved by AD for submission to Boosters	
Date presented to Boosters	
Request accepted/denied by Boosters (circle/indicate decision and date)	
Amount approved by Boosters	

** Extenuating circumstances should be discussed with AD*