

September 1, 2010

Dear Redwood Foundation Grant Applicant:

Each fall and spring semesters, the RHSF Academic Allocation Panel solicits grant proposals from Redwood staff, parents, and students seeking financial support for projects related to academics, student activities and/or campus improvements.

Attached is a grant application. Each applicant should carefully consider which projects would have the greatest benefit for the Redwood community. The Academic Allocation Panel traditionally has not funded the following kinds of proposals: student transportation costs, student admittance or event fees, personal laptop computers, consumable supplies for computers (cartridges and paper), projects that are already in progress, or equipment already purchased or on order. All other possible sources of funding should be explored before submitting the grant.

If you are applying for more than one grant, complete a separate application for each and indicate the relative priority of your requests. Additional applications are available from Jean Leutwyler. The budget information must be clear, concise, and accurate. Total dollar amounts must include handling, shipping, postage, and sales tax. Any necessary expenses over the allotted amount will become the responsibility of your department.

Submit the completed applications to Jean Leutwyler.

**The deadline is Monday, September 27th at 4:00 PM. Applications submitted after this deadline will not be accepted for consideration during the fall semester. No exceptions!**

The Academic Allocation Panel meets on **Monday, October 4th** and **Monday, October 11th** from 6 PM – 9 PM with a final voting meeting on October 25. If your proposal meets the guidelines, you will be asked to make a ten minute presentation to the Panel on one of the first two dates. We will notify you of your presentation time and date. If one of the meeting dates does not fit your schedule, please indicate so on the application. If you cannot attend the presentation dates or make arrangements for someone to present for you, your grant request will not be considered during the fall allocation period.

Any questions about the grant process should be directed to RHSF Academic Allocation Panel Co-Chairs Laura Collins ([llcollins331@yahoo.com](mailto:llcollins331@yahoo.com)) or Susan Livingston ([Livingston.susan@comcast.net](mailto:Livingston.susan@comcast.net))

# The Redwood High School Foundation Grant Application for 2010-2011

**Deadline for submission to the RHSF mailbox is Monday, Sept. 27, 2010 at 4 PM**

*Please fill out the first page of the application by hand or typewriter. This application cannot be completed online. You must print it, complete it and submit it.*

**Name of Applicant** \_\_\_\_\_ **Position** \_\_\_\_\_

**Department** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

**Application Title** \_\_\_\_\_

**Dollar Amount Requested** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Dept. Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Principal**

\_\_\_\_\_ **Date** \_\_\_\_\_  
(Indicates proposal meets district/policy procedure and guidelines)

**1. Describe grant proposal in detail.**

**2. What need(s) does this proposal address?**

**3. How would the Redwood community benefit from this grant? How many will benefit?**

**4. What other areas of funding you have explored.**

**5. Budget: (Provide detail and pricing information. Itemize all costs, including tax, shipping and maintenance.)**