Dear Coach/Advisor:

**It’s time again to submit your grant requests!**

Please take a moment to read through the following information prior to completing the attached Grant Request Form. Requests that do not meet the criteria will be unable to be considered for funding.

**Deadline for submission is April 13, 2018 by 2:30 pm to the “Booster Box” in the main office or to Tina Lapham at** [**president@shorewoodboosters.com**](mailto:president@shorewoodboosters.com)**.**

We ask that all requests be submitted with accurate financial information including:

* detailed description of the item(s)
* vendor
* price
* sales tax
* shipping costs

Please do not provide just an “estimate” of an expenditure. If you require building or district approval or are partnering with another funding source, those funds need to be secured prior to submission of the grant. Because of the granting timeline, requests submitted without all relevant information attached, will be considered incompleteand will not be eligible.

We give priority to the following criteria when awarding grants:

* physical items that stay with the school.
* purchases that benefit the school for longer than one year
* items that affect the largest numbers of students.
* once-in-a-lifetime experiences

We are unable to grant funds for the following:

* food
* ASB activity uniforms
* individual students

If you have questions regarding the general process or your specific request, please email Tina Lapham at [president@shorewoodboosters.com](mailto:president@shorewoodboosters.com).

We look forward to working with you on enriching the activities of our Shorewood students**.**

Sincerely,

Your Shorewood Boosters

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