



## Education Foundation at Black Mountain Middle School Funding Request Form

Group/Individual Name: \_\_\_\_\_

Email: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

**A. Project Description:** *(Briefly describe your project and how it ties into EFBMMS goals - see reverse.)*

Check here if time sensitive and list specific date, if applicable:

Check here if previously approved program or event, and proceed to Section D.

**B. Student Group(s) and/or Grade Level(s) that will benefit (total number of students):**

**C. Project Objectives / Achievement:**

**D. Itemized Expense:** *(List all costs involved. Include shipping & handling + tax. If requesting additional funding for a currently approved project, list only costs above prev. approved amount.) Attach supporting documentation or invoice, if available.*

Total program or additional cost:

**E. Additional Funding Amounts:** *(List additional funding sources, i.e., grants, PTSA, SLIP Funds, etc. and amount.)*

**F. Project Timeline:**

Expected Date of Completion (or state "on-going"):

Principal's Initials: \_\_\_\_\_

Date Reviewed by EFBMMS: \_\_\_\_\_

Accepted

Denied

## **PROCEDURES FOR COMPLETION & PROCESS:**

1. Evaluate project need and complete form ("fill-in" PDF available on Foundation website @ <http://efbmms.org>).
2. Submit form to EFBMMS President via email (preferred) @ [efbmms@gmail.com](mailto:efbmms@gmail.com) or place a hard copy in the Foundation in-box located in the staff lounge. Attach as much supporting documentation as possible.
3. BMMS Principal reviews and initials form. Allow 30-60 days for completion of process.
4. Be prepared to present (or have teacher representative present) to EFBMMS Board the project description and details, *upon request*, at regularly scheduled board meeting.
5. EFBMMS President will notify requestor regarding status (i.e. Pending/More Info Required, Accepted, or Denied) within 24 hours following review by Board. Official Notice provided within 30-60 days.
6. Original Funding Request Form filed in the EFBMMS minute books.

## **EDUCATION FOUNDATION AT BLACK MOUNTAIN MIDDLE SCHOOL - 2009 – 2010 GOALS:**

- Support system to help individual and differentiated instruction for all students.
- Purchase educational materials and resources to support learning.
- Technology and Staffing as needed.
- Overall Goal: Benefit each student by the donation of funds for academics, the arts, technology, and facility upgrades.

## **EDUCATION FOUNDATION AT BLACK MOUNTAIN MIDDLE SCHOOL - MISSION:**

The Foundation is a non-profit 501(c)(3) organization whose mission is to support and enhance the academic and social experiences of ALL students at BMMS. Contributions are tax deductible and go directly towards the purchase of equipment and/or services for the entire school.

**Education Foundation  
Black Mountain  
Middle School**