



## Grant Guidelines

A policy of the Evergreen Band and Colorguard Boosters ("Boosters") is to encourage and support participation in the Evergreen High School Marching Band and Colorguard program by all interested students. The objectives of the Boosters include among other things supplying parental and community aid to the marching band and performance ensemble program and to aid Evergreen High School in projects as they relate to the band and performance ensemble program. As a matter of general policy, the Boosters believe that each interested student should be able to participate in the band and Colorguard programs regardless of the student's ability to pay the fees and costs associated with the program. Accordingly, the Boosters hereby adopts the following guidelines for administration of a grant program to assist those students who do not have the financial ability to pay the fees and costs associated with the band and performance ensemble program.

1. As part of the annual budgeting process, the Boosters shall budget for and set aside a reserve fund to be used for grants. The amount of the reserve fund shall be determined by the Boosters in its sole discretion.
2. The purpose of the grant reserve fund is to provide a source of funds to be credited to student accounts for fees and costs when the student and the student's immediate family do not have the financial means to pay all of the fees and costs.
3. The Board of Directors shall take reasonable steps to inform the parents and guardians of incoming freshmen and the membership of the Boosters of the availability of grants for students participating in the marching band and colorguard program.
4. The Boosters shall supply forms for students and the parent or guardian to complete to request a grant. All requests for grants shall be filed no later than September 15<sup>th</sup> of each year.
5. The Board of Directors shall appoint a committee of three, five or seven individual parents/guardians of students participating in the Evergreen Marching Band and Colorguard program, Marching Band or Booster Alumni, or a Band Director ("Grant Committee"). No members of the Grant Committee shall be related to each other. At least one member of the Grant Committee shall be a member of the Board of Directors. The Board of Directors may on its own motion act as the Grant Committee.
6. The Grant Committee shall meet no later than October 1<sup>st</sup> of each year to review the requests for grants. No member of the Grant Committee shall act upon a request for a Grant by or for the benefit of any student related to the member by blood or marriage. Notice of acceptance or denial will be mailed to applicants no later than October 15<sup>th</sup>.
7. In considering requests for grants, the Grant Committee shall take into account the information requested on the grant request form, any other information concerning the student or the student's family deemed relevant, the available resources within the grant reserve fund, the number of requests for grant funds from students, the relative needs of the students requesting grants, the amount of the fees and costs associated with participation in the band or performance ensemble program, the amount of financial participation that the student and the student's family are willing to pledge, the amount of time and effort that the student and the student's family are



willing to volunteer to the Boosters, and any other information that the Grant Committee deems appropriate. Failure to uphold your commitments, if awarded a grant, will preclude the applicant from receiving future grants. The student's musical or performance skills shall not be a relevant consideration. Grant recipients are expected to stay in the marching band program for their remaining high school years.

8. Except in the most unusual of circumstances, each student/parent/guardian requesting a grant will be expected to fundraise at least \$100. If at least \$100 is not fundraised the grant will be forfeited.
9. The Grant Committee shall prepare written recommendations to the Board of Directors for grant recipients, including the name of the student, the amount of the grant recommended, and any other information that the Grant Committee deems relevant or the Board of Director requests. The Board of Directors has the final authority for making decisions concerning grants.
10. All requests for grants and discussions of the Grant Committee and the Board of Directors concerning specific requests for grants shall be held strictly confidential. All deliberations concerning grants shall be held in executive session. Grant recipients will not discuss any information regarding their award with any other students, boosters or faculty.
11. No direct payment of funds to students or anyone acting on behalf of a student shall be authorized in any case. Grants awarded shall be implemented by a credit against the student's account and a debit to the grant reserve fund. No cash refunds for any grants shall be provided in any case. If a student's participation in the band or performance ensemble program is terminated for any reason, the credited funds remaining, if any, shall revert to the grant reserve fund as determined by the Board of Directors in its sole discretion.
12. In all cases, the grant of a grant by the Boosters shall be considered a privilege and not a right. No student or family of a student shall have an expectancy of a grant. The award of a grant to a student in one year does not guaranty an award of a grant in another year. Each student requesting a grant must complete an application for a grant for each year in which a grant is desired.



**Grant Request**

Date of Request \_\_\_\_\_ Amount of Grant Requested \_\_\_\_\_

Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

Parent/Guardian(s) Name \_\_\_\_\_

Parent/Guardian(s) Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

How much are you able to pay on a monthly basis towards your fairshare obligation? \_\_\_\_\_

Does the student qualify for free or reduced price lunches? \_\_\_\_\_

Both student and parent are required to provide a brief statement of why you are requesting a grant (attach more pages as necessary) \_\_\_\_\_

What Booster Volunteer Activities/Fundraising Opportunities will student/parent/guardian make a commitment of participation to (i.e. McKenzie Classic Volunteer, Evergreen Winter Show Volunteer, McKenzie Ad Sales, Payback Books, VGSA, Fireworks, Committee assignments, etc.)

I have received a copy of the Grant Guidelines of the Evergreen Band and Colorguard Boosters and I understand the Guidelines. I authorize the Grant Committee to make such inquiries as it deems appropriate to act on this Grant Request. I agree to supply such additional information as is requested by the Grant Committee in conjunction with this Grant Request. Your application is confidential and your responses will be evaluated only by the Grant Committee and Board of Directors.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's (Guardian's) Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail completed application to:  
EHS Band Boosters  
Attn. Grant Committee  
PO Box 87089  
Vancouver, WA 98687

Grant Committee Recommendation \_\_\_\_\_ Date \_\_\_\_\_

Board of Directors Confirmation \_\_\_\_\_ Date \_\_\_\_\_