

## Box Elder School District Foundation Policy

Policy Number 4

Issue: 3

Date: September 2, 2020

Supersedes Issue 2, dated September 11, 2019

Supersedes Issue 1, dated April 10, 2006

Approved:

  
Foundation Board President

  
Foundation Executive Director

### Policy 4: Requesting Foundation Funding

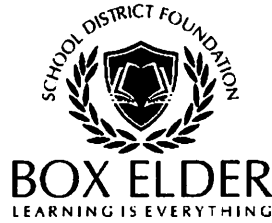
- 1) Funding for various school projects or programs may be requested from the Foundation at any time during the school year.
- 2) Requests for Foundation funding shall be made using the current Box Elder School District Foundation Request for Funding form (Attachment A to this policy). Supplemental information may be submitted with the form.
- 3) The principal of the requesting school must sign the funding request to verify that the requested funding is consistent with the school's mission and planning. The principal is encouraged to be present when the request is presented to the Board.
- 4) Only requests from Box Elder School District schools will be considered. Requests from community organizations acting for a school or schools will not be considered.
- 5) Funding requests must be received by the first of the calendar month for the request to be reviewed in that month's Board meeting.
- 6) Funding requests will only be considered for future commitments. "After-the-fact" requests will not be considered.
- 7) Once a request has been properly submitted for Board review, a requestor may present his/her request to the Board to provide additional details and answer any questions concerning the request. These presentations will be scheduled at the beginning of the Board meeting. The requestor will not participate in the Board's final review of the request.
- 8) Upon receipt of a proper request for Foundation support, the Board will review the request with one of the following results:

- a. Approved as submitted
  - b. Approved with modifications or stipulations
  - c. Denied
  - d. Held for additional information
- 9) The requestor will be notified of Board action as soon as practical. If additional information is needed from the requestor or from another school official, it will be requested for consideration in the next Board meeting.
- 10) Formal notification of Board approval or denial will be made using the current revision of the notification form contained in Attachment B of this policy. This form contains any restrictions placed on use of the funds including the time frame in which the funding must be expended.
- 11) Board approved funding must be expended by the end of the school year following the school year in which the request is approved. Any unexpended funding for an approved request will revert to the parent Foundation account at the end of the second school year or fiscal year.
- 12) Once denied, a request may not be resubmitted in the school year in which it was denied barring unusual or changed circumstances.
- 13) Attachment C contains the current Foundation Board guidelines for reviewing and approving funding requests. These are guidelines only. The Board will review and approve funding on a case by case basis consistent with the Foundation's mission statement.

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Attachment A –New Program Grant Request for Funding Form  
Attachment B – Program Support Grant Request for Funding Form  
Attachment C – Current Request Approval/Disapproval Notification Form/Letter  
Attachment D – Funding Request Categories and Guidelines

**Attachment A  
New Program Grant Request for Funding Form**



**Box Elder School District Foundation  
Application for Funding  
New Program Grant**

This grant is intended to help initiate a new program or curriculum endorsed by the School District.

Date                      Name of Requester

Name of the Grant

Description of the New Program or Curriculum

District Endorsement (Curriculum, Facilities, Special Education, etc.)

Funding Request

Foundation

District

Other

Total Funds

Foundation Board Decision

**Attachment B  
Program Support Grant Request for Funding Form**



**Box Elder School District Foundation  
Application for Funding  
Program Support Grant**

This grant is intended to support District approved programs or curricula.

Date                      Name of Requester

School

Name of the Grant

Description of the Program or Curriculum

District Endorsement (Curriculum, Facilities, Special Education, etc.)

Funding Request

    Foundation

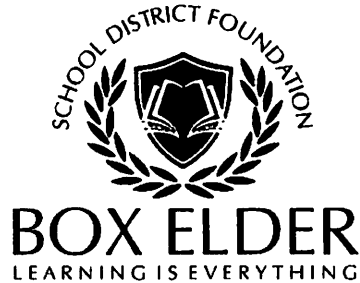
    District

    Other

Total Funds

Foundation Board Decision

**Attachment C**  
**Current Request Approval/Disapproval Notification Form/Letter**



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960 South Main Street  
Brigham City, UT 84302

[www.besd.net/foundation](http://www.besd.net/foundation)

435-734-4800  
Fax 435-734-4833

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Date

RE: Request for Funds  
Project Title  
Date of Request

To

Your project dated has been approved for \$ \_\_\_\_\_. Please use budget # \_\_\_\_\_.  
or  
Your project has been denied.

Comments

All requisitions must be submitted to the Foundation Director within 90 days of the above approval date or funding will be forfeited.

If you choose to re-submit, you may do so after 90 days.

Sincerely,

Box Elder School District Foundation

## Attachment D Funding Request Categories and Guidelines

### Funding Request Categories and Guidelines

*Note: In light of the Foundation Mission, project funding should focus generally on developing partnerships among communities and schools and should focus specifically on supplementing school district resources for promoting the fine arts, program enhancement, and technology. Guidelines are given in bold italic type for each category below. Funding request approvals may vary up to the amount listed depending on educational/motivational value of the project. All funding approvals must be consistent with school district curriculum requirements and information technology standards. These are only guidelines; Board discretion will ultimately determine actual approval and value of funding requests.*

1. Computer Hardware
2. Computer Software
3. Fine Arts Programs/Clinics

*Clinics/concerts funding is limited normally to \$2,000 each annually for band, orchestra or newly offered clinics and \$4,000 annually for choral clinics. Approved funding covers all expenses for the chosen clinic and clinician (travel, lodging, meals, incidentals, etc.) and music. Cost of the music should be at least 50% of the approved funding. Higher values may be approved if fully justified in the funding request and may be necessary for high ranking and unusually talented clinicians. Any requested funding above the values noted above must be detailed and justified fully in the funding request.*

4. Books – References – Media Center Reference Materials

*Approved funding to be determined on a case-by-case basis depending on the actual need and a general assessment by the school district. Library reference software and learning software are included in this category if they are provided for a group of students (i.e., a single class or a larger group of students).*

5. Uniforms

*Under normal circumstances, no funding will be provided unless the uniforms significantly increase student participation in a program open to all students.*

6. Special Academic Areas (Science, Math, Languages, Reading, etc.)

*Approved funding to be determined on a case-by-case basis depending on the educational value of the project. This category includes such items a laboratory*

*equipment, learning project materials, robotics equipment, and special musical instruments and repairs. Also included are individual school or classroom projects such as reading night materials, aquaria, vivaria, terraria, student plays, etc.*

7. Athletics (field improvements, equipment, etc.)

*Funding will only be approved to support or enable “alternative sports” and in special cases where the general safety of students would otherwise be compromised. “Alternative sports” are those athletic activities which provide more widespread and diverse student participation as opposed to the currently established sports. General safety includes field improvements where player safety is improved.*

8. Electronic Equipment/Systems (classroom amplification, video/audio production, etc.)

*Funding approval to be determined on a case-by-case basis depending on the educational value of the project.*

9. Transportation

*Under normal circumstances, no funding will be approved.*

10. Scholarship Earnings Shortfall

*Foundation contribution will be determined on a case-by-case basis up to the specified amount of the scholarship. These contributions are normally very small compared to the value of the scholarship.*

11. Salaries

*Foundation monies will not be used to fund salaries. However, honoraria in support of activities funded by the Foundation will be paid by the Foundation as a normal expense of the approved activity.*

12. Start-Up and Sustenance Costs

*Foundation contributions for programs which are anticipated to operate on a continuing basis will focus on start-up costs rather than on costs required to sustain the activity. Once started, programs should not rely on the Foundation to continue.*