**FALL DUE DATE: September 29, 2017. SPRING DUE DATE: February 9, 2018.**

Any member of the Garfield High School community may make grant requests, but STAFF requests must have a faculty/staff contact person as well as the endorsement of the Department chair; STUDENT requests must have the signature/approval of their Faculty Advisor.

**Date:**

**Your name/email:**

**Faculty/staff contact/email:**

**GHS department/program/club:**

**Grant title:**

**Number of students affected:**

**Total requested grant:**   
a. Include a simple line-item budget for this grant request (*on back or attached page*).  
b. List funding from other sources and what those funds will cover:

**Briefly describe your project and explain how it meets the funding criteria:**

**List your project milestones plus an estimated completion date for each:**

*I have reviewed this grant application, and I affirm that there is a need for what is proposed and that no other source of funds is available to complete the project.*

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[Faculty/Staff signature] [Department Chair signature]

Line Item