



NFAB PROGRAM FUNDING REQUEST FORM

Mission Statement: The Northfield Fine Arts Boosters provide resources and promote community support for fine arts programs at Northfield Public Schools.

- Please submit one form for each activity, event or tangible good for which you request funding from NFAB.
- Answer completely each of the questions listed below. You may attach a separate sheet of paper or use this form.
- Email completed forms to northfieldfab@gmail.com.
- Submission deadlines for the 2016-17 school year: **Nov. 1, 2016**, and **March 1, 2017**. Applications for funding may be considered at other times due to unforeseen circumstances, but priority may be afforded funding requests submitted by the above deadlines.
- NFAB requires copies of all receipts. Please obtain written receipts at the time of purchase or expenditure.

Date:

Teacher(s)/Advisor(s):

School(s):

Program Name:

Email contact (required):

Phone:

1. NFAB requires communication with your building principal or activities director regarding your funding needs before NFAB can consider your request. Before continuing with this application, confirm that you communicated with your building principal (curricular) or activities director (co-curricular) regarding possible funding sources for this request by initialing below. Also, briefly describe the outcome of that conversation.

_____ *YES, I have communicated the substance of my funding request with my building principal or activities director. Brief description of discussion outcome:*

2. Please describe the purpose or intended use of the funds you are requesting.
3. Is there a deadline by which you require funding? If yes, please provide it.

4. Please provide an exact dollar amount of your requested funding, and include an itemization.
(Assuming NFAB funds the request, you will need to account for the full disbursement amount).
5. How will this disbursement fulfill a fundamental need of your program?
6. How many students do you estimate will benefit from this expenditure? How will they benefit?
7. Are there other programs in the school system that may benefit from this disbursement? If yes, please list and describe how they may benefit.
8. Would you be willing to accept partial funding of your request? If yes, describe what amount might benefit your program if full funding is not available.
9. Are you aware of other possible funding sources (fundraiser events or other funding sources)? If yes, please describe.

Signature: _____ Date: _____

Thank you for taking the time to complete this form. NFAB values your time and opinions throughout this funding request process. If you require assistance completing this form, please contact an NFAB board member or email northfieldfab@gmail.com.