

Johnston Booster Club

Grants Request Applications FAQ

The Johnston Booster Club is a strong supporter of athletics, the arts and activities in the Johnston Community School District.

The club created a **Grant Request Application** coaches or activity leaders will submit which explains their teams' or activity's need for funding, along with this explanation of the grant funding process.

Will I need to fill out an application to request funding for my sport/activity?

Yes. In order to adequately review all funding requests to ensure they fall within our funding guidelines and to ensure fair treatment of all eligible programs and activities, we will require completion of a brief grant request application.

Is there a deadline for submitting grant request applications?

No. We will accept applications throughout the year. However, **requests will be reviewed by the full Booster Club Board of Directors for discussion and approval three times per year. (September, January and April) This change is effective 5/1/2023.**

What are the grant funding guidelines?

The purpose of the Johnston Booster Club is to raise funds to support student participants, coaches and activity leaders and to promote athletics, activities and arts excellence that is consistent with the educational philosophy of the Johnston Community School District.

The Johnston Booster Club will accept and review grant requests that fit within these guidelines, in this priority:

1. Promote participation in athletics, arts and activities by supporting student participant needs.
2. Promote leadership in athletics, arts and activities by supporting coaches and activity leaders' needs.
3. Provide support and promotion of projects to improve facilities and equipment necessary to enhance athletics, arts and activities.

What happens after I submit my grant request application?

The JCSD Activities Director will review the application to determine whether it is eligible for funding via the Booster Club or should be funded another way (for example; through the JCSD Athletic Department, or the High School budget). If the application does not fit within Booster Club guidelines, you will be contacted directly and have the decision explained. The Johnston Booster Club encourages you to work directly with the JCSD Activities Director before submitting your application.

Applications that fit within the funding guidelines and have been approved by the Activities Director will be reviewed according to the Booster Club grant funding process.

If the Booster Club approves my grant request, what happens?

The Booster Club Liaison will contact you to discuss next steps. We will notify you and the JCSD Activities Director that the application has been approved and inform the JCSD Activities Director to purchase the needed materials. Once purchased, the invoice will be forwarded to Johnston Booster Club for payment.

What if my grant is not able to be fully funded through the Johnston Booster Club? We cannot guarantee that all grants will be fully funded. The Booster Club will review grants that may not be able to be fully funded with the JCSD Activities Director.

Johnston Booster Club ~ Grant Funding Guidelines

The purpose of the Johnston Booster Club (JBC) is to raise funds to support student participants, coaches and activity leaders and to promote athletics, activities and arts excellence that is consistent with the educational philosophy of the Johnston Community School District.

- JBC will accept and review grant requests that fit within these guidelines, in this priority:
- Promote participation in athletics, arts and activities by supporting student participant needs.
- Promote leadership in athletics, arts and activities by supporting coaches and activity leaders' needs.
- Provide support and promotion of projects to improve facilities and equipment necessary to enhance athletics, arts and activities.

The Johnston Booster Club provides funding for grant requests that offer opportunities reaching beyond the scope of the JCSD Activities Department's regular funding limits. The objective of the Booster Club is to invest in grant requests that:

- have long-term benefits for athletes/activity participants, coaches & activity leaders;
- represent non-recurring expenditures; and
- increase a team or activity groups' visibility, viability and competitiveness

In addition, the Booster Club will look favorably on applications that

- position the Booster Club as a majority sponsor or contributor in situations when there will be collaborative funding, and
- follow the Booster Club grant application requirements & JCSD procurement policies.

Grant Eligibility and Requirements

1. Proposals may be submitted by coaches/activity leaders of the Johnston Community School District (JCSD) and must support a District-approved athletic program/activity.
2. The JCSD Athletic and Activities Department will provide feedback as to how each grant fits within the Department guidelines.
3. If funded, grant equipment, materials and ideas become the property of JCSD. Equipment and software must be compatible with the district's systems and follow the district's use policy.
4. Funds granted must be expended by 6/30 of the year in which they were granted, at which time a final report and accounting of spent funds should be submitted to the Johnston Booster Club. After June 30 of the applicable fiscal year all unspent funds will be returned to the Booster Club.
5. Grant recipients may be asked by the Johnston Booster Club Board to develop exhibit material and/or give presentations, on a voluntary basis, to the public relating to their grant projects to support the Booster Club's mission.
6. Grant recipients may be asked to support and promote the Johnston Booster Club to its parent stakeholders and its own specific Club, if applicable.

Application Requirements

All grant proposals must include the following:

- Grant Application Form **signed by District Activities Administration.**
- Grant Budget Form

Application Procedures

1. The Grant Request Application forms can be found on the [Johnston Booster Club website.](#)
2. **Grant applications and attachments must be emailed to the Activities Director. Applications cannot be submitted directly to the Johnston Booster Club.**

Johnston Booster Club Grant Request Application Form

Request Name:

Amount of Funds Requested:

Contact Person:

Booster Club Parent Rep Name:

Team or Activity Name:

Contact Phone Number:

Contact Email Address:

Number of Students Impacted by Request:

Request Summary

In an attached document:

- Describe the grant request including the need for the grant, and your goals and objectives for the grant.
- Explain how this grant will be sustained after the grant funding expires.
- Describe how the grant can be scalable to other athletic teams/activity groups in the District.
- Outline the process and timeline to be used to implement the materials provided by the grant.
- Identify any needed personnel requirements or other supporting resources.

Complete the Budget Form as part of the grant application; including a description of any other funding that is being pursued.

The grant application should not exceed five pages, including this application cover sheet and the budget form.

I have reviewed the above grant application and recommend approval by the Johnston Booster Club.

Signature: _____ Date: _____
(Activities Director)

Title: _____ School: _____ **Email**

application and budget forms to the Activities Director.