



Gaithersburg High School Education Foundation Grant Application Form

Type of Grant Requested: Professional Development (Y/N) _____

General Support (Y/N) _____

Teacher/Staff Name: _____

Teacher/Staff E-mail: _____

Department: _____

Resource Teacher: _____

Name of Program/Activity: _____

Location of Program/Activity: _____

Total amount of funding requested: _____
(grant funding will not include the cost of transportation or any room and board charges associated with program)

Description of Program/Activity and Benefits (please attach any additional information provided by program organizer):



Description of how Program/Activity and Benefits fulfills the missions of the GHS Education Foundation and Gaithersburg High School:

Have you sought other sources of support for this request? _____
If yes, please list and identify if sources are available, pending or denied.

Please attach itemization of proposed expenses.

Signatures:

Teacher/Staff: _____ Date: _____

Approved:

Resource Teacher: _____ Date: _____

Business Manager: _____ Date: _____

Principal: _____ Date: _____



School Year: _____ GHSEF File Number: _____
Do Not Use. Foundation Use Only

Gaithersburg High School Education Foundation Procedure for Grant Application

Reimbursement of approved expenditures incurred by faculty at Gaithersburg High School from funds available from the Gaithersburg High School Education Foundation will be made only as follows:

1. *Application* -- The Gaithersburg High School Grant Application Form must be completed and signed by the participating teacher/staff and by the applicable Resource Teacher. The request must include an estimate of expenses. *The completed application is to be submitted to Principal, Gaithersburg High School.* The Principal will review the application to determine the most appropriate source of funding and provide to the Foundation a complete copy of any application for which Foundation funds are requested.

If the application request is granted, the Teacher/Staff member will be notified via e-mail with the approved copy of the Application indicating the GHSEF File Number. The requested funds will be given to the GHS Business Office to hold for payment of the specific grant request.

2. *Request for Reimbursement* -- A copy of the MCPS Form 280-54, with actual expenses and substantiation, including receipts, must be submitted to the GHS Business Office for reimbursement.

3. *Due Date* -- Completed expense forms must be submitted to the GHS Business Office within 30 days following completion of the program for which reimbursement is sought. Failure to submit within 30 days may result in denial of the reimbursement.

4. *Evidence of Completion (for Professional Development Grants):* Teacher/staff must submit evidence of program completion within 30 days of completion. Failure to provide such evidence will result in withdrawal of grant funds. Any funds already distributed for the program will be immediately due and payable by the grantee.

If you have any questions, you may contact the President or Treasurer of the Gaithersburg High School Education Foundation at ghsedfoundation@gmail.com.