



SAHUARO
COUGAR
FOUNDATION

SUPPORTING STUDENTS, TRADITIONS AND EXCELLENCE

Mini-Grant Application

Application must be completely filled out and submitted
in compliance with procedures and criteria on page 2.

Section 1

Name: _____ Position (circle one): Student Teacher Staff

Describe the purpose of your request. If an activity is involved, please include brochures and/or information:
Include ACTIVITY DATES, FUNDING DEADLINE, TOTAL COST, and FUNDS REQUESTED.

Check made payable to: (include mailing address and any pertinent information)

Requestor Signature: _____ Date: _____

Section 2 (filled out by school official)

I have met with the applicant and fully endorse this application to for funding through the Cougar Foundation.

Notes:

Signature: _____ Printed Name & Title: _____



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Policy on Providing Funds for Grant Requests

rev October 15, 2024

Any Entity with an ongoing mission at Sahuaro High School may petition The Cougar Foundation Board for financial assistance with initiatives that directly benefit Sahuaro High School staff and students.

Eligibility Criteria

- Need: The Requesting Entity must demonstrate justifiable need.
- Contribution to Own Cause: The Requesting Entity must show evidence of their commitment by explaining their fundraising efforts, including whether or not they have organized events, sought sponsorships, or investigated other fundraising opportunities to raise a portion of the funds needed.

The Cougar Foundation recognizes the unique funding challenges faced by school programs and will take those circumstances into consideration when evaluating financial requests.

- Partnership and Outreach: The Requesting Entity must agree to collaborate with The Cougar Foundation in an effort to increase visibility and outreach. This includes participating in Foundation events, sharing their experiences with potential donors, advertising The Cougar Foundation at their events, and helping to promote the Foundation's mission.

Application Process

- Submission: The Requesting Entity must submit a formal application including a minimum of 2 detailed quotes from vendors, an explanation of their vendor preference (where applicable), evidence of their fundraising efforts or plans, and an outline of how they will contribute to the Foundation's outreach. To ensure prompt consideration, applications must be submitted 2 weeks ahead of Cougar Foundation monthly board meetings, which take place on the second Monday of each month.
- Review: Applications will be reviewed by The Cougar Foundation Board. The review will assess the Requesting Entity's financial need, their commitment to seeking funds from other sources, and their proposed partnership activities.
- Decision: The Cougar Foundation Board will make a decision based on the completeness of the application, the Requesting Entity's demonstrated need, and their willingness to engage in partnership activities. Requesting Entities will be notified of the decision within 3 days of The Cougar Foundation Board's vote on the proposal.

Funding and Accountability

- Funding Amount: The amount of funding provided will be determined based on the total need and the Requesting Entity's fundraising efforts, where applicable.
- Documentation: Requesting Entities must provide receipts and documentation of expenditures to ensure funds are used appropriately.

Rejection of a grant request

- In the event that a grant request is not approved, the Requesting Entity will be provided with an explanation of The Cougar Foundation Board's reasoning and an invitation to resubmit an amended version of their request.

By adhering to this policy, The Sahuaro High Cougar Foundation, Inc. aims to support the ongoing missions of Sahuaro High School while fostering a spirit of collaboration and mutual benefit.



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