

Program Funding Request Form – Instructions/Guidelines

In an effort to streamline and formalize our program/project funding, the Ark has developed a funding request form along with instructions and guidelines. Any member of the Harmony Union School District community may request program funding.

- ◆ Provide the name of your program or equipment requested.
- ◆ Describe the intended use/benefit of your project.
- ◆ Provide the timing of your project (start date, duration). Note that consideration will be given for projects with lasting benefit.
- ◆ Consideration will be given as to the number and diversity of students who will benefit from the program.
- ◆ Provide all costs associated with this project, specifying for which items or areas you are requesting funding from the Foundation. Include pricing quotes if available.
- ◆ Total amount of funding requested from the Ark.
- ◆ List all potential and approved funding for this project, specifying source and amount.
- ◆ If applicable, we encourage, along with your funding request form, that you make a presentation of your project at the Ark budget and/or Ark monthly meetings.
- ◆ Typically, funding discussions and decisions are made by the budget committee and Ark board following your project presentation. Funding approval usually occurs 30 days after the request is submitted.
- ◆ Deadline for submitting the funding request form will be the 20th of each month. Once your request has been received, you will be notified of the dates for the next Ark budget and Ark monthly meetings.