

Ithaca School Foundation Funds Request Form

The Ithaca School Foundation is happy to consider funding your activity or item(s). We ask that prior to submitting this form that you have made a request through the district’s budgeting process. If the administration/board deems your request to be viable but does not have the funds available in the budget to support, administration will then approve your request to be presented to the Ithaca School Foundation. The request must be accompanied by this form, including the signature of administration and proper estimates and any other pertinent information needed. Once the Foundation has received your request, someone will then contact you with the time and place of the next meeting so that you can present your request in person. We look forward to seeing you!

Teacher or Organization: _____

Item(s)/Project requesting funding for: _____

Approximate Cost: _____

The item requested was submitted through the district’s budgeting process and is deemed viable but funding did not allow for inclusion in the budget.

District Administrator/Principal

Date

Please provide information as to why this is needed and who/how it benefits: _____

Date needed by: _____

Amount Requested: _____

Does this fund all or part of the item/project? _____

Additional comments/concerns: _____

Please attach any estimates or necessary documentation required for this request.

Signature of Person/Organization making request

Date

(Do not write in the space below)

Approved: _____ Amount: _____

ISF officer signature: _____