



Edison Activity Council Grant Application

*The Edison Activity Council (EAC) exists to support student life at Edison. As part of that mission, the EAC awards funds to groups within the Edison community who provide extra-curricular or enrichment opportunities for students.**

The EAC is made up of parents, students, staff, and others invested in Edison – the very community we serve. The funding from these grants come from our joint fundraising efforts and by the nominal fees paid by groups who maintain individual accounts with the EAC. Thus, we expect that Edison groups requesting money in turn support the EAC.

The EAC also supports local youth organizations. Youth organizations requesting funds must be based in the Edison attendance area (NE/SE) and focus on helping youth stay active and connected to their community high school, Edison.

How much money can my group seek?

The EAC generally operates within the following guidelines:

- Teams/Clubs serving *under 25 students* can request up to \$500 in one school year (September-June).
- Teams/Clubs serving *25 or more students* can request up to \$1000 in one school year (September-June).
- Teams/Clubs can make multiple requests in one school year (September-June), if the total request does not exceed the maximum grant allowance (\$500 or \$1000).
- Proposals serving larger segments of the student body or community can request up to \$1000 per proposal.

Grant Decision Making Process:

- Grants are received by the EAC board and presented at the monthly EAC meetings for an at-large vote.
- You and your supporters/members are invited (and encouraged) to attend the meeting when your proposal is discussed.
- EAC voting membership is defined in the [EAC by-laws](#).
- If approved, applicants can expect to work with the EAC treasurer(s) to distribute funds.
 - o Expenses must include a financial record like a receipt or invoice. It can be paid directly to a vendor or via a reimbursement.

Administrator & School Support

- The EAC expects that applicants have secured support from the Edison administration prior to seeking grant funds.

Application Steps:

1. Make a copy of this application (or download it) and complete it.
2. Submit the request to the EAC via email to edisonactivitiescouncil@gmail.com.
3. Please allow at least a week turn-around for requests and treasurer activity. Those submitting proposals less than a week prior to the EAC's monthly meeting (generally the 3rd Monday of the month) are not guaranteed placement on the agenda.

Grant Examples:

- Teams/Clubs typically propose funding that will support their activities for the season. For example, start-up costs for a new activity, equipment for the team, funding to host an event or food for their members. Teams often supplement their request with independent fundraising.
- Past examples of student body proposals include band festivals, supplemental yearbook costs, or community building/school spirit activities.

*Teams and clubs may also maintain accounts from other sources of income. Groups do not need to complete this form or seek EAC approval to access those funds. Please work directly with tommiestreasurer@gmail.com and if applicable, the AD.

Share Information About Your Proposal Here

DATE:**WHO:**

Applicant:

Person of Contact:

Phone Number:

Email:

This application will serve (underline or circle one option):

An individual Edison Team or Club

The larger Edison Student Body

A Youth Organization

How many students are in your club or team? 30

WHAT:

Tell us about your request. For example:

- *What will the funding be used for?*
- *How will this proposal support or enhance extra-curricular life for students at Edison or youth in the surrounding community?*
- *How many students will be impacted with your proposal?*
- *How long will this purchase serve students? For example, one season? Multiple years?*

SUPPORT:

Is the Edison administration (AD, AP, or principal) supportive of your proposal? yes. Dr. Robinson is in support of this proposal

Has your group actively participated in past Tommies Tonight fundraisers by ensuring members attend, inviting other supporters and when asked, representing your cause as an event ambassador? yes

If granted funds, will you commit to engaging with our fundraising committee to support our next Tommies Tonight event or other fund drive? Please provide information for the best point of contact. yes

HOW MUCH:

Grand total of request:

Breakdown of cost and quantity:

Are there other sources of funding we should know about, especially if this request does not cover the entirety of the cost? For example, do you have commitments from other sources?

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