



◆ **BUFFALO FOUNDATION, INC.** ◆

Request for Financial Assistance

The Board of Directors of the Buffalo Foundation meet on the 2nd Tuesday of each month. Please deliver COMPLETED forms to **Cortney Milanovich** or **CJ Otto** at least 2 WEEKS PRIOR to monthly meeting if you would like your request to be considered that month. ALL requests must be presented before the Board of Directors in person by requestor or proxy.

Section 1 (Filled out by Applicant Requesting Funding)

- Name of Club, Team, Group, Department or Activity:
- Name/position of person making request:
- Does your Club/Team or entity currently have any funds available to support your request? (Bookstore account, Tax-credits, Fundraising Efforts, Donations, etc...)
- If so, approximately how much?

Describe activity and attach your BUDGET (Invoices, Quotes, etc. for this request:

How will these funds be used to support students?

How many students will be involved in this activity?

What portion of your budget will be raised by the requesting group?

Date of Activity:

Date funds needed:

Total Cost:

What other funding sources and fundraising efforts have been utilized?

Foundation Grant Stipulations:

- Foundation Grants will not exceed \$1,000 per group per calendar year (amount will be based on the number of students involved). All money provided by the Foundation must go directly to support students. Any monies not utilized for the intended purpose must be returned to the Foundation. Receipts, showing how money was used, must be submitted to the board within 2 weeks, following the event.
- Approved funds will be available for 30 days ONLY before request is considered Cancelled.
- If request for financial assistance is approved, please memorialize how funds were utilized by taking pictures. This allows us to show our Donors how their funds are benefitting Tempe High School.
- Has this group received assistance from Buffalo Foundation this Calendar year?
_____ Yes _____ No _____ Date

Indicate how your group will support the Buffalo Foundation during this school year? Select two events:

- Secure Raffle/Auction donation items for Homecoming, Veterans Day Breakfast or Golf Tournament
- Provide a Team, or Sponsor, for the Buffalo Classic Golf Tournament (April)
- Hold or assist with a fundraiser for the Buffalo Foundation donating proceeds to Foundation

Applicant's Signature: _____ Date: _____

Section 2: (Filled out by Buffalo Foundation member)

Request was: _____ Granted (or) _____ Denied

Date of Meeting: _____ Amount of Request: _____

Amount Granted: _____

Check made Payable To _____ Date _____

This request for funding has been viewed by Buffalo Foundation Representative:

(Signature of administrator required before submitting application)