

East High Booster Club Grants Funding Process 2026-2027 School Year

Approved by the East High Boosters Board 8-25-26

Overview: This small grant program provides funding to teams, clubs, and school groups for extracurricular activities that support student participation, learning, and enrichment.

Eligibility:

- Requests can be made by coaches, club advisors, or school staff members on behalf of teams, clubs, or school groups.

Funding:

- Grant requests must reflect only the funding needed for the specific purpose outlined in the application.
- In 2026-27, the Booster Club has a total of \$5,000 available to be split across approved grant requests in each of our three funding cycles: October, February, and April.

Process:

1. Applicants submit their requests, including a budget/cost estimate, via the website form by the funding cycle due date.
 - o Requests submitted after the due date will be considered in the next funding cycle.
2. The Principal or Athletic Director reviews applications and either approves, provisionally approves with specific considerations for the Board, or denies the request.
3. The Board reviews and makes a recommendation to the full Booster Club.
 - o A representative from the requesting team, club, or group must be available to answer any questions regarding the proposal, whether from the Principal, AD, or the Board.
4. The Booster Club discusses and votes on grant requests at the designated Booster Club meeting.
 - o Requests may be approved (in whole or in part) or denied.
 - o Approval requires a two-thirds majority of Booster Club members present.
 - o In each funding cycle, the total value of all grants approved cannot exceed the \$5,000 funding limit.
5. The Booster Club will notify applicants of the decision within one week of the vote.
 - o Approvals: The Booster Club will email the requestor with the total funding approved (this may be the full original request or a portion of the request) and write a check to the school, which will disburse funds to the club, team, or school group.
 - o Denials: The Booster Club will email the requestor informing them of the denial and providing an explanation for the denial and any guidance for future requests.

Grant Timeline:

Due Date	Principal/AD Due Date	Board Discussion	Booster Meeting	Notification Date and Funding Transfer
F 10/9/26	F 10/16/26	M 10/19/26 (via email)	M 10/26/26	M 11/2/26
F 1/15/27	F 1/25/27	M 1/25/27	M 2/1/27	M 2/8/27
F 3/19/27	T 3/30/27	M 4/5/27	M 4/12/27	M 4/19/27

Restrictions:

- Requests must be for activities occurring within the next 12 months.
- Requests must reflect a reasonable, documented cost estimate. Applicants may not inflate or round up costs beyond what is needed for the specific purpose.
- Requests must be for activities and programs officially recognized by the school.
- Requests must be for unique expenses not already fully funded by another source. Partial funding from another source is allowed if the Booster grant covers the remaining unfunded portion. However, requestors may not double dip or use grant funds for costs already covered by separate awards or budgets.

Priority Consideration - Groups

- Groups that have not yet received a grant from the Booster Club
- Groups that have volunteered with the Booster Club (see our website for volunteer opportunities)
 - o Groups unable to volunteer should briefly explain why
- Groups that have conducted other fundraising activities
- Groups with limited access to other funding sources

Priority Consideration - Activities

- Requests for purchases or projects that provide multi-year benefit
- Requests for activities that enhance the group's ability to raise funds
- Requests that benefit a large number of students or significantly enhance an activity
- Requests that improve inclusivity or accessibility for students otherwise unable to participate
- Requests involving partnerships between multiple groups or departments

Funding Examples:

- Seed money for fundraisers
- Durable items used by more than one group of students
- Enrichment activities for a team or club (e.g., special coach or training program not otherwise available)
- Consumable items that remove barriers to participation for students

Items we are less likely to fund

- Personalized items not required for participation (e.g., keychains, shirts with individual names)
- Food
- Retroactive funding
- Requests intended to replace normal fundraising responsibilities
- Requests exceeding 20% of the funds available in that funding cycle
- High-dollar requests from groups with a small number of participants unless the activity's outcome benefits a larger number of students or a broader audience
- East staff compensation