



**Grant Agreement**

**Applicant's Name:** \_\_\_\_\_

**email:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**Project Title (i.e. computer, supplies):** \_\_\_\_\_

**Description of Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**This project will benefit the students of Poway High School by** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Requested Grant (attach proposal or purchase order):**

Amount	\$ _____	
Installation	\$ _____	by _____
Service Agreement	\$ _____	term _____
Sales Tax	\$ _____	
Shipping	\$ _____	
<b>TOTAL Requested</b>	<b>\$ _____</b>	

**Amount Approved:** \$ \_\_\_\_\_

**Date Approved by PHF:** \_\_\_\_\_

I understand that as a recipient of a grant from Poway High Foundation:

1. Grant funds will be paid either directly to the material supplier or as a reimbursement.
  - a. For direct payment to supplier, please provide an invoice or purchase order
  - b. For reimbursement, please provide an original receipt showing payment for the materials.
2. Any non-consumable material purchased with Foundation funds will remain the property of the school site.
3. Any funds not spent in the Grant request will remain with the Foundation. The Grant must be fulfilled within 90 days of the approval date otherwise the grant may be cancelled.

**Applicant**

**Poway High Foundation**

\_\_\_\_\_

\_\_\_\_\_

Chairperson

**Amount Paid:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**For Payment status contact: [treasurer@powayhighfoundation.org](mailto:treasurer@powayhighfoundation.org)**