



Morris Brandon Elementary School Foundation, Inc.
Request for Funding
2023-2024

To be considered for Foundation funding, an applicant must submit a description and rationale for the proposed project. The Foundation Board's decision will be based on the information submitted. The Board will not gather additional information to support a proposal. The Foundation Board is made up of parents, teachers and staff who review and consider all funding requests. Decisions are made by a majority of the Foundation Board members present.

For convenience a Funding Proposal Form is included on the website. Applicants may use this form, or one they have created on their own, to submit a proposal. A well-written proposal should include a basis for the request; the anticipated student instructional benefit; actual dollar amount requested with basic back up to verify the expense; and alignment with strategic priorities for the school. Larger requests may also find it helpful to include past years' requests, if applicable; examples of other schools that have implemented this or a similar idea; and any other information that would assist the Foundation Board in making an informed decision. **In addition, the applicant must ensure that all other attempts to obtain funding through APS have been researched and exhausted.**

All requests should be emailed to FoundationPresident@morrisbrandon.com, and jbland@atlanta.k12.ga.us. Certain requests in the Teacher Grant category that are less than \$1,000 will be considered immediately by a subcommittee of the Board. Items requested in this category include supplies, equipment, instruments, materials for grade level projects, etc. All other requests are subject to the approval of the full Foundation Board and will be considered at the next regularly scheduled meeting, unless there are extraordinary circumstances that require a decision to be made sooner.

Please direct questions to:

Lelia Pratt, MBESF President, 2023-2024 FoundationPresident@morrisbrandon.com;

Anticipated 2021-2022 Meeting Dates, when proposals will be reviewed:

- August 23, 2023
- September 20, 2023
- October 25, 2023
- November 29, 2023
- January 24, 2024
- February 28, 2024
- March 27, 2024
- April 24, 2024
- May 15, 2024