

# University High School Council

## Grant Request Form

### 2021-2022 School Year

UHS Site Council is responsible for reviewing and approving the allocation of undesignated tax credit monies. These funds, which are subject to State of Arizona guidelines, are intended to provide support for eligible activities, supplies and materials that enrich or enhance the academic experience of UHS students and could not otherwise be funded. To further a consistent and fair process, the Site Council has designated the Tax Credit and Budget Subcommittee to accept applications, evaluate requests, and recommend action to the Site Council.

#### **Step 1: Determine Eligibility**

The State of Arizona has established guidelines for tax credit monies. All requestors should review these guidelines to see if the proposed request meets eligibility requirements.

(<https://www.azdor.gov/TaxCredits>)

#### **Step 2: Complete Grant Request Form**

Based on the nature of the request, complete the form, and submit to the UHS front office at least two weeks prior to the Site Council's scheduled monthly meeting. Supporting documentation must be stapled to the request. Requestors should ensure that the narrative is concise and clear and that it includes an itemization of the proposed costs. Applications will be considered on a first-come, first-serve basis. Funds will be awarded based on their availability and how well the grant request aligns with the goals of the Site Council.

#### **Step 3: Tax Credit and Budget Subcommittee Review**

All grant requests will be reviewed by the Tax Credit and Budget Subcommittee, typically the Wednesday prior to the scheduled Site Council meeting. Subcommittee members may ask requestors to attend their meeting to provide additional input.

#### **Step 4: Site Council Vote**

The Tax Credit and Budget Subcommittee submits their recommendation in the form of a resolution for the Site Council to accept or reject. Requestors will be notified of the disposition of their requests within one week of the meeting. If a request is not approved or returned for additional information, it may be reconsidered at a subsequent monthly meeting provided the requestors submit additional documentation per the timeline and process outlined in Step 2 above. Recipients of Site Council grants are asked to wait one year before submitting another request.

University High School Council  
Grant Request Form  
2021-2022 School Year

Organization/School Club: Future Business Leaders of America (FBLA)

Requestor Name: David Herring, Sponsor

Total \$ Requested: \$10,000

Date of Request: 4/7/2022 Click or tap to enter a date.

Date Funds Will Be Required: The event is in June, but the paperwork will need to be submitted by the end of April. Click or tap to enter a date.

1. Briefly describe the nature of your request, including a description of the activity, description of the capital item, or comprehensive way the funds will be used; attach supporting documents if available.

Seven members of the FBLA club qualified for the FBLA National Leadership Conference, which will be held in Chicago from June 27-July 3. The cost for the trip, including registration, airfare, hotel, food, and other expenses will be between \$2,500 and \$3,000 per person, including the advisor. This request would help cover about half the costs. The remaining money will come from fundraising money, the students' families, and possibly CTE.

2. How often does this activity occur or how often will the capital item be used (e.g., one-time, recurring)?

This request is a one-time expense for this year's National Leadership Conference. This is our first request for funds for this event although future students may qualify and wish to travel to future NLCs.

3. What is the educational value and/or benefit of this activity?

FBLA is the Career and Technical Student Organization (CTSO) for the UHS computer science program. Students who join FBLA learn professional skills and compete in a variety of events related to computer science and other subjects ranging from impromptu speaking to business plan development.

4 How are participants identified or selected to participate in this activity?

Any student who is taking or has taken a CTE class is eligible to join.

5. How will this activity support the UHS Vision and Goals?

Students earn valuable professional skills that supplement the academic work they do at UHS. The club also promotes teamwork, builds self-confidence, and provides activities that colleges expect college bound students to have.

6. If applicable, please list any other funding sources utilized; describe efforts your organization has made to promote tax credit donations to your stakeholders and supporters.

Students have been selling chocolate and are planning an upcoming Mario Kart tournament to raise money. Student's families have already used tax credit donations to pay for the Regional and State Leadership Conferences. We have also made a request to CTE for funding, but they have been less financially supportive of these activities than in years past.

Requestor Signature: David Herring

Date: 4/7/2022 Click or tap to enter a date.

Subcommittee notes and recommendation: