



## Grant/Disbursement Form (Created 12 June 2025)

### **Instructions:**

1. Complete and submit this form to your Department Chair, and then Carver Center's principal for school approval. The principal will then pass the form on to the Foundation for approval.
2. The Foundation or the principal will inform the requesting faculty member of grant approval status.
3. Upon grant request approval, the faculty member should initiate purchase and forward receipts or invoices to Carver Center Foundation as per payment method chosen.
4. Please fill in all areas so we can process your request promptly.
5. Please look ahead in the school year and submit requests as early as possible to avoid the possibility of funds being unavailable from the Foundation later in the year.
6. For academic programs, primes, clubs and other groups in which it might be anticipated that students will be participating in local, state, regional and/or national conferences or competitions, please attempt to consider funding needs for all such possibilities and make one overall grant request, so that the Foundation can consider the total that may need to be expended for any one set of conferences and competitions.

**DO NOT COMMIT TO ANY EXPENSES BEFORE RECEIVING  
FOUNDATION APPROVAL.**

**Name of the Grant Request:** \_\_\_\_\_

**Purpose of Request**

- Professional Development or Support Grant Request
- Faculty Supplies Reimbursement (up to \$100)
- Prime Grant Request
- Academic Program Grant Request
- GWCCAT School Club Grant Request
- Other: (please define)

Date of Request: \_\_\_\_\_

Total \$ Amount Requested: \_\_\_\_\_

Date funds needed: \_\_\_\_\_

Requested By: \_\_\_\_\_

Position/Dept/Prime/Club: \_\_\_\_\_

Contact Information      Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Vendor information:**

- BCPS has a low bid on this item. I am required to use the vendor *whose quote/information is attached to this request.*
- BCPS does not require the use of a specific vendor.

**Payment method: (check one)**

- I will forward the invoice so the Foundation can pay the vendor directly.
- I will instruct the vendor to send the invoice to the Foundation once delivery is complete
- Carver Center will pay vendor and send invoice to the foundation for reimbursement
- Reimbursement by (mark one): check \_\_\_ venmo \_\_\_ paypal \_\_\_ other \_\_\_  
If other, please elaborate or list:

**Requestor's signature and date:** \_\_\_\_\_

**Dept Chair signature and date:** \_\_\_\_\_

**Principal signature and date:** \_\_\_\_\_

(Please elaborate on a separate sheet with an explanation of this event and statement of impact. Explain how this grant will support the mission and goals of the school and the Carver Center Foundation. Include the number of students or faculty potentially impacted. Additionally, provide verification that funds are not otherwise available and describe other ways money has been or will be raised for this purpose, i.e. fundraisers, other grant money, matching funds personally supplied, etc. Attach any other additional information such as receipts, quotes, or invoices that you may already have or detailed breakdown of funding usage.)