MIAMI BEACH SENIOR HIGH PTSA

U.S. GRANT RFP – LOAN

**INSTRUCTIONS:**

**Complete** this 2-page RFP (Request for Proposal). Leave NO blanks.

**Obtain** Authorization signatures (below).

**Submit**  this Application to Lisa Kauffman via email at lisazkauffman@gmail.com

**Remember —** You must be a current member of the MBSH PTSA to request seed money. If this is a department RFP, all teachers in the department must be PTSA members.

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Academy, Class, Club, Department, Organization or Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OVERVIEW - Please read carefully:**

The purpose of this seed money is to provide financial assistance, in the form of a 0% loan, to an administrator, teacher, coach, parent, affiliate or supporter of Miami Beach Senior High School to engage in fundraising/entrepreneurial/commercial activities aimed towards a specific goal to benefit the students.

Funding guidelines, available on the school’s website (see U.S. Grant) and in the teacher’s mailroom in the Main Office, must be strictly adhered to.

The seed money, once authorized, will be delivered to the adult applicant. **That adult is responsible for the return of the seed money within the allotted time period.** Profits gained from the fundraising/entrepreneurial/commercial venture become the property of the entity doing the fundraising. The original seed money is returned to the MBSH treasurer to be deposited back into the U.S. Grant Trust Account. The U.S. Grant seed money is designed for and intended to be loaned and repaid again and again, year after year. Please use this program to teach responsibility and accountability to our students. It is a rare opportunity for them to learn, and for you to teach, about business and commercial enterprise.

There is no limit to how many times an organization can submit a proposal, providing they follow the stipulations of the seed money and comply with the repayment deadlines.

An evaluation form, also available online at the school’s website, will be requested from each participant at the conclusion of their fundraiser. This will help to determine where improvements can be made, if any, and will enhance theirs and other’s future fundraising/entrepreneurial/commercial experiences.

**Description**: For what purpose are you planning this venture and how you plan to profit?

Please check the amount of time necessary for the successful completion of your venture…

30 days \_\_\_\_ 60 days \_\_\_\_\_ 90 days \_\_\_\_\_ 120 days \_\_\_\_\_

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**Amount:** \_\_\_\_\_\_\_\_\_\_\_Maximum request is $1,000.00. ***Provide supporting documentation*** (web page showing prices, pro-forma invoice, etc.)

**Required funding Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*It is very important to note that the termination date (the date that you are responsible to return the seed money to the MBSH Treasurer) is calculated beginning with this required funding date.*

**Make Check Payable To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit your request with sufficient lead time, as you may be asked to present your request in person to the U.S. Student Grant Committee.

**AUTHORIZATION SIGNATURES**

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 Department Chair Mr. Donohue, Principal Applicant