



# Pass Through Funding Request Application Form

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If your project/program does not meet the criteria outlined in the West Shore Foundation's Grant Policy AND you are interested in raising funds to support this project/program, you may apply to request that the Foundation serve as a "pass through" funding entity. Applying for this request does not guarantee confirmation of the Foundation's participation. Please allow 60 days for the Foundation to review and consider this opportunity.

## Instructions

Please fill out this form completely. Save the file to your computer. Visit our website's contact page to submit your contact information and form file. Alternatively, you can email the file to our Executive Director at [executivedirector@westshorefoundation.org](mailto:executivedirector@westshorefoundation.org).

**WSSD Employee Name (First and Last)**

**Date**

**School Building**

**Email**

**Grades/Department**

**Phone**

**Project/Program Title**

**Fundraising Target**

**Describe how this project/program reflects the mission of the West Shore Foundation (250 words or less).**

**Describe the grade level(s) and number of students to be impacted.**

**List specific projected expenses associated with this request.**

☐ I have read and understand the guidelines set forth in the West Shore Foundation's Pass Through Funds Policy (Policy 23).

**Prior Approval (Select One)**

☐ Date of WSSD School Board Approval:  Agenda Item #:

☐ Attach a letter of WSSD Administrative Support (Superintendent or his/her Designee)

**Applicant's Signature**

**Date**

**Principal's/Administrator's Signature**

**Date**