**Hunter College High School Alumnae/i Association, Inc. (HCHSAA)**

**REQUEST FOR GRANT**

Please complete and sign the form below and submit it to the HCHSAA Grant Committee at grants2022@hchsaa.org . **For projects spanning the coming academic year, proposals are due on May 1, 2022. For other projects, applications will be considered on a rolling basis.** The Grants Committee will review grant applications and make recommendations to the HCHSAA Board of Directors.

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| **Name, title, and contact information (email address and phone number) of applicant:** |
| **Connection of applicant to Hunter College High School (HCHS):** |
| **Name and contact information of person who will administer the grant:** |
| **Project title and purpose of grant, including a description of how the grant will be administered and used to assist HCHS students and/or alumnae/i:** |
| **Amount of grant:****Please attach a budget for the proposed project and, if this is part of a larger program, please provide a budget for the entire program as well. Please indicate all other sources of funding requested (e.g., PTA, Hunter College, government funding sources, private foundations, etc.), the status of those requests, and the amount of other funding received from each source:** |
| **Please describe how and why participants and/or beneficiaries of the grant will be chosen. Include a description of the recipients’ connection to HCHS and how the selection process was advertised/announced and other ways that the process was equitable and inclusive:** |
| **Final reports should be submitted to the Hunter College High School Alumnae/I Association Grants Committee at** **grants2022@hchsaa.org** **upon completion of the project; for projects covering a period of longer than one year, interim reports should be submitted by June 30 of each year. If you have received previous grants from the HCHSAA, have you submitted all required progress and final reports? If not, please attach the final report for completed projects, and interim report for projects still in process.**  |
| **Signature/e-Signature:** |  |
| **Name and Title:** |  |
| **Date:** |  |