



Swampscott Patrons of Performing Students

FUNDING REQUEST GUIDELINES

Mission

The mission of Swampscott Patrons of Performing Students (POPS) is to support performing arts at Swampscott Middle and High Schools through advocacy, fundraising, coordination of volunteers, and hands-on help.

General Guidelines

Swampscott POPS awards funds that further its stated mission. Requests that fall outside the scope of the POPS mission will not be considered. Our preference is to fund purchases and projects that benefit multiple students and/or programs. *Please note: POPS will not be responsible for ongoing maintenance of any equipment purchased with a grant from POPS. Please ensure that you have a plan in place to maintain any equipment.*

Application Requirements

POPS will review all applications submitted in proper form. POPS will acknowledge receipt of all applications in a timely manner. Applicants should submit their requests on a POPS Funding Request form.

Submit completed POPS Funding Request forms via email to:

Swampscott Patrons of Performing Students

c/o Jane Dickson, Vice President

jedickson@comcast.net

Application Deadlines

POPS reviews and votes on funding requests at each meeting, the dates of which are published on the POPS website, <http://www.swampscottpops.org/events.html>. Applicants must submit their requests by the first of the month to assure that any questions the board may have can be addressed in advance of the meeting. All requests must be submitted using the POPS Funding Request form. Late requests will be deferred to the next meeting date.

Application Evaluation and Decision

The POPS Board pre-screens all funding requests and determines whether or not an application falls within POPS' scope of interest. Applicants who do not meet initial screening criteria will be notified of that decision in a timely fashion. Applications that do meet initial screening criteria will be voted on at the next scheduled POPS general meeting. Any proposed expenditure must be approved by the general membership by a simple majority vote of members in attendance.

Applicants may also be invited to present their application before the Executive Board. Applicants will be informed of the decision within one week of the POPS board meeting.

Reporting Requirements

Receipts for approved expenditures must be submitted to the POPS Treasurer prior to reimbursement and within 30 days of the completion of the event or project.

Swampscott Patrons of Performing Students Funding Request

Name, Title: _____

Email: _____ Phone: _____

School: /_ / Swampscott High School /_ / Swampscott Middle School

Department: /_ / Band /_ / Chorus /_ / Drama /_ / Music

 /_ / Other: _____

Amount of request (attach actual estimates when available): _____

Why do you need these funds?

What will funding enable you to accomplish?

Describe the impact of this funding will have on students in the performing arts.

For equipment purchases only:

Anticipated life of this equipment if properly maintained: _____

Estimated annual maintenance costs: _____

Describe how you will fund maintenance of this equipment: _____

Please note: POPS will not be responsible for ongoing maintenance of any equipment purchased. Please ensure that you have a plan in place to maintain any equipment purchases.

e-mail to Jane Dickson, jedickson@comcast.net
www.swampscottpops.org

