

February 4, 2019

Dear Redwood Foundation Grant Applicant:

Our Foundation's mission is to advance the quality of education at Redwood High School by providing the Redwood community with tools to inspire and prepare Redwood students for their world during and beyond high school. The Foundation Academic Allocations Committee reviews grant proposals from Redwood faculty, parents and students in the fall and spring. Grant requests seek support for projects related to academics, student activities, and campus improvements.

Attached, please find a grant application. Please carefully consider which projects would have the greatest benefit for the Redwood community. *Other sources of funding should be explored prior to grant submittal such as student-led fundraisers, internet fundraisers or donations from parents.* If you apply for multiple grants, please complete a separate application for each and indicate the priority of your requests. Budget information should be clear and total amount must include shipping, handling and sales tax.

Please submit the completed application to Jean Leutwyler ([jleutwyler@redwood.org](mailto:jleutwyler@redwood.org)). **The deadline for grant submission is Friday, February 15, 2019 at 3:00 p.m.**

The Academic Allocation Committee will meet on Thursday, March 7, Wednesday March 20 and Wednesday, March 27 from 6:00-7:30 pm to review grant proposals. The Committee votes on the grants on Thursday, March 28. If your proposal meets the Foundation's guidelines, you will be asked to make a 7 minute presentation on one of these dates. If you cannot attend one of the presentation dates, please make arrangement for someone to present your application for you. You are welcome to switch times with another presenter as long as the committee is aware.

Please contact Ellen Bruni-Gilles ([ebruni-gilles@comcast.net](mailto:ebruni-gilles@comcast.net)) or Colleen Fried ([colleenfried@yahoo.com](mailto:colleenfried@yahoo.com)) with any questions.

Thank you,

Ellen-Bruni-Gilles and Colleen Fried  
Co-Chairs, Academic Allocations Committee 2018-19  
Redwood High School Foundation