

September 3, 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 beyond high school. The Foundation Academic Allocation 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 Wednesday, September 18, 2019.**

The Academic Allocation Committee will meet on Wednesday, October 2 and 16 from 6:00-7:30 pm to review grant proposals. The Committee votes on the grants on Wednesday, October 23. 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 arrangements 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 Karol Towns ([karol@karoltowns.com](mailto:karol@karoltowns.com)) or Vicki Strotz ([vickistrotz@gmail.com](mailto:vickistrotz@gmail.com)) with any questions.

Thank you,

Karol Towns and Vicki Strotz  
Co-Chairs, Academic Allocation Committee 2019-20  
Redwood High School Foundation