



## Grant Request Form

DATE: .....

APPLICANT: .....

FACULTY SPONSOR: .....

DEPARTMENT: .....

DESCRIPTION OF REQUEST:  
.....  
.....

AMOUNT REQUESTED:                      estimated | actual (check only one)  
                         

1. Documentation of expenditures or anticipated expenditures, i.e., a quote for services, contact for service, or invoice, must be attached.
2. The Norwell Arts Board may vote on on-time requests for items valued at \$1,000 or less before the next NSAS meeting.
3. On-time requests for items between \$ 1,000 and \$5,000 must be presented and voted on at a Norwell Arts meeting.
4. On-time requests for items over \$5,000 must be presented in person by the applicant at a Norwell Arts meeting and discussed before a vote. The vote may be postponed if more time is needed.

All requests for less than \$1,000 must be reviewed, signed, and dated by the Department Head. Requests over \$5,000 must also be reviewed, signed, and dated by the principal.

DEPARTMENT HEAD: .....

PRINCIPAL: .....

***All completed grant applications are to be kept on file for three years.***