



Panther Partners Funding Request Form

Panther Partners is a parent-run 501(c)3 charitable non-profit which raises funds to benefit Culver City Middle School. We run after-school art, athletic, and academic programs, sponsor campus beautification projects, purchase technology upgrades for classrooms, and support CCMS in many other ways.

Fund requests for projects should be submitted by CCMS staff, group, students or sponsors. Please fill out the form on the reverse side of this page.

All requests must include the following:

- The name of the sport, activity, or event the requested funding is for;
- Group, association or organization requesting funds;
- Name of coach, sponsor or administrator who will take responsibility for the project;
- The amount of money requested;
- The date the funds will be needed;
- Expected date the funds will be used and/or when the project will be completed;
- Vendor information for purchase(s);
- Explanation of the purpose for which the money will be used;
- An explanation of how the funding would directly benefit the students and approximately how many students will benefit from the funding.

The Executive Board of Panther Partners may require:

- Verification that the funding request is directly related to a CCMS activity or program;
- Copies of receipts for all expenditures related to the funding request and/or a quote from the vendor(s) detailing the purchase costs.

Approval Process

Panther Partners meetings are generally held at 6:30pm on the second Monday each month in the CCMS Library. Requests must be submitted one week prior to meetings. In most cases, funding requests will be discussed and voted on during the meetings, except in the case of an urgent action. We encourage groups or individuals to attend the meeting and personally present the project.

Return completed form to:

Email: info@pantherpartners.com

or the CCMS front office: Panther Partners c/o CCMS 4601 Elenda Street, Culver City, CA 90230

PANTHER PARTNERS FUNDING REQUEST FORM

Today's Date:
Name: Phone: Email Address:
Name of the sport, activity, event, acquisition, or purpose:
Group, association or organization requesting funds:
Amount of money requested: \$
Date the funds will be needed:
Expected date the funds will be used and/or when the project will be completed:
Vendor information for purchase(s) - Please provide for all vendors: company name, address, city, state, zip, phone number, and price quote. If you don't yet have a quote, enter "pending":
Explanation of the purpose for which the money will be used:
Explanation of how funding will directly benefit students and the approximate number of students who will benefit:
Please use this space (or on another piece of paper) to offer any additional information you feel Panther Partners should consider when determining your funding request:

Return completed form to: Email: info@pantherpartners.com
or the CCMS front office: Panther Partners c/o CCMS 4601 Elenda Street, Culver City, CA 90230

Panther Partners of CCMS is a 501(c)3 Charitable Non-Profit - Tax ID#: 26-3520915

<http://www.pantherpartners.com>

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