



# STUDENT REQUEST FOR FUNDS APPLICATION

April 2024

*The Maryland School for the Deaf Foundation's mission is to raise money to provide scholarships and resources that enrich the education of MSD students. The Foundation aims to foster awareness about MSD through community involvement while acting as a responsible solicitor and prudent manager of assets created by charitable gifts, bequests, and fundraising.*

## INSTRUCTIONS FOR COMPLETING APPLICATION

- 1. Complete all information.** Ensure that all sections of the application form are filled out accurately. Incomplete forms will not be processed.
- 2. Submit one application per student per program.** Each student should submit only one application per program. Duplicate submissions will not be considered.
- 3. Apply for other scholarships first.** Apply for other available scholarships *before* submitting this application. If early bird discounts are available for program fees, the Foundation will fund up to the early bird fee amount.
- 4. Submit application digitally.** The Foundation prefers to receive all documents digitally. Please ensure all documents are scanned (not photographed) or submitted as a PDF file; submit all information in *one* email whenever possible.

Once all required information has been submitted, your application will be processed and verified. Applicant is responsible for any remaining program costs beyond the Foundation's support.

## APPLICATION DEADLINES

- The Foundation has three rolling deadlines during each academic year: **November 1, February 1, and May 1.**
- Requests submitted between **May 1 and June 30** will be considered only based on fund availability.
- Applications received after **June 30** will be reviewed the following November.
- Applicants will be notified approximately two weeks after each deadline; please do not contact the Foundation to request a status update.

## FAILURE TO ATTEND PROGRAM

If a student is unable to participate in the funded program, both the program organizers and the Foundation must be notified. All funds must be refunded to the Foundation *within two weeks* after the scheduled program start date. Additional requests will not be considered until funds have been refunded to the Foundation.

## USAGE OF FOUNDATION FUNDS

MSDF has an annual limit for each student per academic year regardless of how many applications are submitted. MSDF will not pay 100% of program fees. The Foundation’s funds are intended solely for current MSD students’ educational advancement and support. The below list is intended as a general guideline; the Foundation has final discretion on amount.

ACCEPTABLE	NOT ACCEPTABLE
<b>Program expenses:</b> Enrollment and attendance	<b>Personal expenses:</b> Leisure or non-program costs
<b>Travel expenses:</b> Transportation and accommodations/boarding for program	<b>Travel expenses not related to program:</b> Any expense not directly associated with funded program.
<b>Required Materials:</b> Required textbooks, supplies, or other necessary materials for program participation.	<b>Non-required materials:</b> Items or activities not directly contributing to the program or its purpose.

*The Foundation must explicitly approve all expenses to be used with the allocated funds.*

## CHECKLIST OF WHAT TO SUBMIT TO THE FOUNDATION

- Completed application with additional sheets if needed
- Proof of enrollment (and if applicable, proof of any payment)
- Application signed by parent/guardian

**Send all documents and questions to [info@msd-foundation.org](mailto:info@msd-foundation.org).  
For more information, visit [www.msd-foundation.org](http://www.msd-foundation.org)**

*By making a monetary donation to the MSD Foundation  
or participating in our fundraising campaigns, you can help the  
MSD Foundation continue supporting student success!*



## APPLICATION FOR FUNDING

Date Submitted: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Campus:  Frederick  Columbia

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_  Text  VP  Voice Parent/Guardian Email: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Program Website: \_\_\_\_\_

Program Contact Name and Email or Phone: \_\_\_\_\_

Cost of Program: \$ \_\_\_\_\_ Monetary Amount Requested: \$ \_\_\_\_\_

Deadline for Program Payment: \_\_\_\_\_ (if applicable)

Have you paid the program fees yet?  YES  NO

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

**1. Purpose of Request:** (Camp registration, scholarship, educational supplies, interpreting expenses, etc.)

**2. Briefly explain how the student will benefit from this program.**

**3. Briefly describe any additional information that the Foundation can use in reviewing your application** (such as community involvement, outside interest, academic excellence, special needs, etc.)

*Additional sheets of paper may be used to answer the questions.*

**4. Have you applied for other funding for this program?**  YES  NO

If yes, where have application[s] been submitted to and for what amount?

If applicable, list the organization(s) & the amount of funds received:

### REQUIRED DOCUMENTS

- **Completed, signed application form.**
- **Proof of program enrollment.** Acceptable documents include acceptance letter to program, canceled check for registration or tuition fees, etc.
- **Other supporting documentation** such as program brochure, payment options, receipts, etc.

*I certify that the above information is accurate and complete to the best of my knowledge. I accept responsibility to refund MSD Foundation, Inc. the full amount of the award granted, in the event that the student named above fails to attend the program listed.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_