

This form must be completed in order for the PTSA Board of Directors to consider funding an item/program/activity. If you are a staff member, use this form after individual PTSA Staff Allotments have been used, for group requests or amounts greater than the individual allotments. Special Funding Requests will be reviewed by the PTSA at scheduled meetings during each school year. Please submit form by the 15th of the month prior to the meeting.

Submit the completed form and any attachments to the school Principal for signature. The Principal will give it to the PTSA. You may be asked to deliver information at a meeting in person.

GENERAL GRANT INFORMATION

Submitted by: _____ Email: _____

Date Submitted: _____ Total Amount Requested: \$ _____
(Be sure to include ALL costs, including, shipping, sales tax, installation, etc....)

Name of Item/Program/Activity: _____

Group of children impacted and number of students who will benefit: _____

Principal's Signature: _____

Item/Program/Activity Description: Explain the goals of this purchase and its relationship to curriculum. How will students benefit and what activities, materials and methods will be used to implement the project?

Budget: Specify and itemize the funding request and describe what the funds will be used for (i.e., supplies, services) and for what period of time. List any other funding sources (student paid portion, district funds, and other grants) and expected value.

Other Information: Include contact and referrals where the program has been successfully implemented. Describe how the success of the program will be measured and how the results will be communicated to the PTSA. Include other details to consider in the funding request, such as ongoing maintenance of property, timeline, etc....

PTSA USE: Circle one: APPROVED DENIED

Date Request Received: _____ Approved/Denied Date: _____

Reason for Denial or Conditions of Approval: _____

Date Funds Granted to ISD: _____ Amount Granted to ISD: _____