

Maywood PTSA 2.6.40

Financial Grant Request Form

This form must be completed in order for the PTSA Board of Directors to consider funding an item/program/activity. Financial grant requests will be reviewed by the PTSA at Board meetings and General meetings every month of each school year except June. Forms should be submitted by the 25th of the month prior to the meeting you want it looked at.

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 (name, phone, and e-mail): _____

Date submitted: _____ Total Requested _____

Name of Item/Program/Activity: _____

Group of children impacted and number of students to benefit: _____

Principal Signature: _____

Project Description: Discuss the goals of the project 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 (student paid portion, district funds, other grants) sources and expected value? Be sure to include tax and shipping costs.

Continued on next page

Other information: Include contacts and referrals where the program has been implemented successfully. 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 consideration, such as on-going maintenance of property, timeline, etc.

PTSA USE:

Date Request Received: _____	Approved OR Denied Date: _____
Reason for Denial or Conditions of Approval: _____	
Date Funds Granted to ISD: _____	Amount Granted to ISD: _____