



Stillwater Elementary PTSA
11530 320th Ave NE, Carnation, Washington 98014

GRANT APPLICATION REQUEST FORM

Please complete all applicable information below and attach, if available any supporting documentation for your funding request. Do not forget to include tax and shipping in your cost estimate. Grant requests to be considered for funding out of the 2017-2018 PTSA budget for staff/teacher grants are all due no later than November 13, 2017. Responses and approvals to all grant entries will be issued in January. If you have a grant request after the deadline please still submit your request or speak to the PTSA President about it, because it helps us with goal setting for the 2018-2019 budget. All grants are reviewed with Mr. Madigan for approval before going before the PTSA Board of Directors.

Date: _____

Name: _____ Department: _____

Contact Information: _____

Explanation of Request:

Four horizontal lines for writing the explanation of the request.

Table with 3 columns: Vendor, Est. Amount, Estimated Date Required. Three rows of blank lines for data entry.

Total Amount of Request: \$ _____

Signature of Person Submitting Request: _____

-----DO NOT WRITE BELOW THIS LINE-----

Expenditure: Approved _____ Denied _____ More Info Needed _____

Check Made Out To: _____

Check #: _____ Check Date: _____ Check Amount: \$ _____

Mailed on: _____

Treasurer's Signature: _____

President's Signature: _____

Principal's Signature: _____