



GRANT APPLICATION REQUEST FORM

Please complete all applicable information below and attach if available any supporting documentation for your funding request. Grant requests to be considered for funding out of the 2015-2016 PTSA budget for staff/teacher grants are all due no later than **February 26th, 2016**. Responses and approvals to all grant entries will be issued in March 2016. If you have a grant request after February 26th, please still submit your request. Based off fundraising results the first half of the year, we might be able to hold a special election and change the PTSA budget if needed, or at the very least it helps us with a goal for the staff/teacher grants on the budget for the 2016-2017 school year.

Date: _____

Name: _____ Department: _____

Contact Information: _____

Explanation of Request:

Vendor	Est. Amount	Estimated Date Required
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____