



**Stillwater Elementary PTSA**  
11530 320<sup>th</sup> 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 2018-2019 PTSA budget for staff/teacher grants are all due no later than November 9<sup>th</sup>, 2018. Responses and approvals to all grant entries will be issued in December. 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 2019-2020 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_