



PTA Grant Request

Mountain PTA Educational Grant Policy:

The PTA Budget authorizes money for grants to teachers, staff, students and Mountain parents. Grants must be approved at a PTA meeting, so please turn in your grant request at least 48 hours before the next scheduled PTA meeting (see <http://www.mountainpta.org>). You can print this document, fill it out, and hand it to a member of the PTA Board or you can download this document, fill it out on your device, save it, and email it to officers@mountainpta.org.

Date:

Requestor:

Project Title:

Which students will this project benefit?

Amount Not to Exceed (include tax and shipping) : \$

Please provide the following information on the subsequent pages:

- 1) Will this project solve an existing problem or meet a need for students that is not currently being met?
- 2) How will the project work? If possible please include an approximate timetable.
- 3) Please give an itemized list of expenses. Has funding been sought from any other source? Please explain.
- 4) Other information that might help the grant committee is considering this request.

For PTA Treasurer only:	Date of reimbursement:
Amount of grant authorization:	Amount reimbursed:
Date of authorization:	Check #:



- 1) Will this project solve an existing problem or meet a need for students that is not currently being met?



2) How will the project work? If possible please include an approximate timetable.



3) Please give an itemized list of expenses. Has funding been sought from any other source? Please explain.



4) Other information that might help the grant committee is considering this request.