



## 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](mailto: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.

<b>For PTA Treasurer only:</b>	Date of reimbursement:
Amount of grant authorization:	Amount reimbursed:
Date of authorization:	Check #:



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**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.