



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 keep this timing in mind. See <http://www.mountainpta.org/teacher-resources>.

Requester: Esther Smith Date: 4/30/21

Educational Grant (under \$500) General Grant (over \$500)

Project Title: School Time Capsule

Which students will the project benefit? All

Amount Not to Exceed: \$ _____

Please provide the following information (attach pages as needed):

- 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 in considering this request.

For PTA Treasurer Only:		Date of Reimbursement:	
Amount of Grant Authorization:		Amount Reimbursed:	
Date of Authorization:		Check #:	

Grant approvals will expire on June 30. If receipts are not submitted by this date, grants will have to be resubmitted for next year.