HORACE MANN ELEMENTARY PTSA
GRANT REQUEST FORM

CHECKLIST

Title of Project: _____

Please use the checklist below to make sure that you have included all the information required on your Grant Request form.

☐ Approval by Principal

☐ Description of Project

☐ Benefit to Students

☐ Detailed breakdown of the costs of the request

☐ Supporting documentation that might include bids, quotes, internet order forms, correspondence, etc. Must include sales tax and shipping costs.

* Please drop off in the PTSA mailbox in the mailroom.

_____

Principal Signature

HORACE MANN ELEMENTARY PTSA
GRANT REQUEST FORM

Thank you for requesting a grant! Please feel free to use additional space to complete your request and to provide enough information for the board to make an informed decision regarding funding. Submit your request by returning a hard copy to the PTSA mailbox in the mailroom.

Title of Project _____

Name of person completing this grant _____

Email _____ **Phone** _____

Date _____

Person or Grade Level Team requesting the Grant _____

1. **Provide a one sentence summary of the project**

2. **Describe the entire project.**
   Please be specific and include supporting documentation as attachments. Documentation could include resumes for outside resource personnel, titles, quantities and costs of books, CDs, videos, software and specifications sheets for equipment requests, bids or price quotes (please staple to this grant request).

3. **How will students be enriched by or benefit by your proposal?**
   Please include number of students served, duration of project, other groups that will derive benefit, etc.

4. **Budget**
   Please note that your grant will only be considered if it contains complete and detailed budget information including supporting documents.

Total cost of project/request: _____
Please list various cost elements of the overall total project cost. (e.g. cost per unit times number of units, include sales tax and shipping). If the project cost is over $1,000 then two quotes must be presented.

Other sources of funding to assist with the project _____

(Building budget, fundraiser, LW Schools Foundation, other)

Amount of funding committed from other sources _____

Total Amount Requested from PTSA Grants _____

5. **Date Funds Needed** _____
Please Note: requests cannot be for funds already spent

Note: Once a grant has been approved, the grant money must be **used within 3 months** from the grant award date.

For PTSA Use

☐ **Approved** ☐ **Denied** **Amount Approved** **$** _____

_____ _____
PTSA-President Date

_____ _____
PTSA-Officer Date