PTA Mini Grant Request

**Grant requests can be presented to the PTA September through May at PTA meetings.**

**The PTA has allocated $1,300 for grants Sept - Jan. and $1,300 for grants Jan. - May.**

**All Birch Staff are welcome to request a grant from the PTA.**

* All Grant requests should be presented by the requester at a PTA meeting. If not able to attend meeting, please send a representative to answer questions about the request at the PTA meeting.
* For consideration, please attach a photo/description of Grant Request item to this form and make at least 10 copies of each to share at the PTA meeting.
* All items purchased with funds provided by the Birch Lake PTA shall remain the property of Birch Lake Elementary.
* If the item requested is found at a lower cost at the time of purchase you will receive the lower dollar amount. The overage will go back into the grant pool of funds.
* If the item requested is found to be over the dollar amount requested, Birch PTA will provide a $20.00 flex. Anything above will be voted on at the next PTA Board meeting.

Birch Lake Staff/PTA Members Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birch Lake Staff Title and Room Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Room\_\_\_\_\_\_\_\_\_\_

Dollar amount requested, including postage if needed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many Birch Lake students will benefit from this request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your request and how it will enrich the curriculum or how it will positively impact Birch Lake students.

Reviewed by PTA on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTA Membership voted to: ◯ Approve Grant Funding ◯ Deny Grant Funding

Grant Amount Awarded: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Issued on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check issued to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Recipient Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTA Board Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTA Board Signature 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_