

PTA Grant Request

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

The PTA has allocated \$1000 for grants Sept - Jan. and \$1000 for grants Jan. - May.

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

GRANT FUNDS MUST BE USED IN THE YEAR THEY WERE APPROVED

- Please fill out the information below regarding your grant request.
- Send a copy to the PTA, either by email or to our mailbox in the main office.
- We ask that you present your request at a PTA meeting, so that people may ask questions if needed. If you are unable to attend a meeting, please discuss your request with a member of the PTA ahead of time. If attending an in-person meeting, please make 10 copies of your request to share with the group.
- 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.
- If using Amazon to make your purchase, please use AmazonSmile with our PTA as your charity:
<https://smile.amazon.com/ch/41-1386182>.

Requester's Name: _____ Birch Lake Title: _____ Room: _____

Dollar amount requested, including postage (if needed): \$_____

How many Birch Lake students will benefit from this request? _____

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

Attach pictures (if possible).

Reviewed by PTA on: _____ - PTA Members voted to: ☐ Approve Grant Funding ☐ Deny Grant Funding

Grant Amount Awarded: \$_____ Check Number: _____

Check Issued on: _____ Check issued to: _____

PTA Board Signature 1: _____ Date: _____

PTA Board Signature 2: _____ Date: _____