**Directions:**

1. Grant requests must be received by the PA Treasurer at least one week prior to a Parents Association Meeting for consideration at the next meeting. Send completed forms to Alisha Uhlenbrock-Furst <AlishaUF@gmail.com>
2. Before submitting a grant request to the Parents Association, you must first ask whether or not SSCPS can/will fund the request through the school budget. If you have not yet done this, please contact the Assistant Principal assigned to your level.

* You must research the full cost, before submitting your request
* Parent Association will review, discuss and vote on grant requests at the PA Meetings

**Grant Request Information**

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| --- | --- | --- |
| **Date:** | **Total Amount Requested:** | **Date You Need the Funds By:** |
| **Grant is being submitted to Parents Association by:** | | |
| Name: | | Title: |
| Email Address: | | Phone: |
| **Beneficiary of the Grant:**  *Please describe which students, teachers, grades, levels, workshops etc. will benefit from your request.* | | |
| **Describe your request here:** *Be specific and use the back side of the form if more space is needed.* | | |
| **Have you requested these funds directly from SSCPS?**  □ **YES.** Please describe the outcome here:  □ **NO.** If you’ve answered no, we can’t yet consider your request. You must bring your request to your Assistant Principal first to ensure the request cannot/will not be covered by the school’s budget. | | |
| **PA Treasurer Received Date**: | **PA Meeting Review Date:** | **PA Meeting Outcome:**   * Approved * Denied * Need More Information * Other: |
| **PA Treasurer Signature:** | | **Date Signed:** |