



## SANDWICH ELEMENTARY PTA FUND AND GRANT REQUEST APPLICATION

All fund petitioners must complete the form below in its entirety. Requests must be received no later than the first Monday of the month to be included in that month's general meeting. All fund requests received after that date will be moved to the following month's general meeting agenda.

All fund petitioners must be present or have a knowledgeable representative present at the meeting in which the application will be presented to the general membership. In the event the petitioner or a representative is not present, the fund request will not be presented and will be moved to the following month's general meeting agenda.

Date of Request: \_\_\_\_\_ School Year: \_\_\_\_\_  
Name of Requestor: \_\_\_\_\_  
Requestor Contact Info (phone/email): \_\_\_\_\_  
Benefitting Party (Grade, Class, Activity): \_\_\_\_\_  
Amount Requested: \_\_\_\_\_

**Description of Fund Request** (include total student impact, curriculum correlation, cost specifics such as shipping or installation etc):

**PLEASE SUBMIT TO [info@sandwichpta.org](mailto:info@sandwichpta.org)**

*\*Please ensure this grant request has received approval from the school principal prior to submitting.*

FOR INTERNAL USE ONLY

FUND REQUEST ID NUMBER: \_\_\_\_\_

PTA GENERAL MEETING PRESENTATION DATE: \_\_\_\_\_

GENERAL MEETING APPROVAL:  YES  NO  ALTERNATE MOTION