

Lincoln High School PTSA
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Teacher and Staff Grant Request Form

The Lincoln High School PTSA Grant Program supports student learning by meeting the needs of teachers and staff. It funds unique or innovative programs or resources, collaborations between teachers, instructional materials, teacher professional development and more. It does not fund items already in the school budget. Requests must be approved by the Lincoln High School principal. Please note that you must be a member of the PTSA during the academic year in which you submit your request for funding.

Project Title: _____ Date: _____

Requestor: _____ Date funds needed: _____

PTA member: YES \$20 membership form & payment attached

Total funding requested: _____ Department: _____

Contact phone: _____ Contact email: _____

Describe the grant project in detail. How will it benefit the school and students? You may include any pertinent information, receipts, itemized expenses, financial specifications, etc.

If you are requesting less than your total projected budget, what is your source of additional income?

How will you implement this project if you received less than the required funding?

Requestor signature: _____

Principal's signature: _____ Date: _____

Teacher and Staff Grant Request Form Instructions and Process

- The principal must review all funding requests. The principal's signature will signify that no alternative funding is available and that it is appropriate to request funding through the PTSA.
- Fully completed request forms and any supporting documentation can be left in the PTSA box in the office.
- The PTSA Executive Board will review the request, and notify the requestor if the request is incomplete, needs revisions, or requires additional documentation.
- When the request is complete, it will be added to the agenda of the next general meeting for member discussion and vote. You are welcome and encouraged to attend the PTSA meeting at which your proposal will be discussed.

There are four possible outcomes:

- The request is rejected.
- The request is approved, either in part or full.
- The request is conditionally approved and when specified conditions are met, will be funded, in part or in full.
- The request is tabled for further discussion or for additional information.
- Funds are paid when the PTSA treasurer receives written documentation of expenditures (invoices, purchase orders, receipts, or bills.) There are no exceptions. Submit these with the PTSA Payment Request form.
 - If funds are needed in advance, submit invoices or purchase orders with the name and address of the vendor or supplier, using the Payment Request Form. The PTSA treasurer will write a check to the vendor or supplier, which you can deliver. After the goods or services are received, submit a receipt to the PTSA treasurer as proof of payment.
 - If funds are needed to pay for an expense or invoice directly, submit unpaid bills or invoices to the treasurer, with a Payment Request Form. Provide the name and address to which the check should be mailed.
 - If funds are needed to reimburse an expense, submit paid invoices or receipts to the treasurer, along with a Payment Request form. Indicate the name and address of the person who is to receive reimbursement.

All funding requests need to be completed within the school year they are approved. A written exception from the principal, PTSA president and treasurer are required if funds need to be carried over to the next academic year.

