



Sehome High School
Parent-Teacher/Staff-Student Association

Academic/Athletic/Arts Enrichment Mini-Grant
Proposal Form for 2009/2010 School Year
(Monies used from SHS-PTSA fundraising)

Note: Requests may either be placed in the PTSA Box in the main office or can be sent via email to shsptsa@bham.wednet.edu. Requests must include all information requested on this form. Requests will be discussed and voted upon at each month's SHS-PTSA meeting. Notification of the funding decision related to the request will be given within the week following the PTSA meeting at which it was discussed. Recipients of funds may be asked to present to the PTSA regarding the impact of the grant once it is implemented.

Date of Request: _____ Date received by PTSA: _____

Name/Dept Making Request: _____

Contact person: _____

Email: _____ Phone: _____

Describe the purpose of the project and impact on student learning if applicable. Include the number of students that will be served by the project. Please include any estimates, photos or relevant information that has been collected related to this request. Additional pages may be attached.

- Total Amount Requested: _____ Please include tax, shipping, handling etc.
Date by which funds are needed: _____
Total Cost of Project: _____
Have any other funding sources been explored? Yes ___ No ___
Please describe other funding sources you have explored, if any. If the total cost is more than the amount requested please describe the source of the complementary funds and how the PTSA grant is being leveraged (if at all) to gain those additional funds.

Will this request require ongoing PTSA support? If yes, please explain.

Approved Yes ___ No ___ Dollar amount approved: _____ PTSA Signature: _____
Date Grant recipient notified: _____

Accounting responsibility procedure must be, reviewed and signed off by a PTSA representative and recipient. Signature implies an understanding of and agreement with accounting responsibility procedure.

PTSA representative signature _____

Grant recipient signature: _____