

Lincoln Street School - Grant Request Form

Step 1: Complete Grant Information (to be completed by Requester)

Date of Request:	Amount of Request:
Staff member(s) requesting funds:	
Grant to benefit students in grade(s):	
Item(s) to be purchased (be as specific as possible). Include where items will be purchased from, if known.	
Describe how this grant will benefit the students and/or school:	

Step 2: Print this form and submit to Mrs. Parson for Principal Approval

Principal Approval Signature:

Step 3: Send approved grant request form to:

Andrea Edmands, Grants Coordinator, aedmands@lsspto.com (electronically) or put form in PTO mailbox. Include any relevant attachments or information needed for review.

To be completed by PTO Grant Coordinator

PTO Board Review:

Board Review Date:	Approval Status: (please circle one) YES NO
Grant Number:	Board Signature:
Comments: (reasons why grant isn't approved or any other stipulations)	

Post Approval Tracking:

Purchase Date of Goods/Services:	Total Purchase Amount:
----------------------------------	------------------------

Please print completed form and maintain one copy for Grant Coordinator records and provide one copy to Treasurer.

To be completed by PTO Treasurer

Reimbursement Date:	Total Reimbursement Amount:
---------------------	-----------------------------