



Squalicum High School PTSA
Enrichment *Mini-Grant* Form (\$600 or less)
 (Monies used from SqHS PTSA fundraising)



Mini-grants provide funding for programs, materials, and (small) equipment needs throughout the year.

All requests must be reviewed and signed off by Department Chair or Administrator.

The PTSA board will discuss and vote upon requests at each month's SqHS PTSA Board meeting. Notification of the request will be given within the week following the PTSA Board meeting at which it was discussed.

Requests may either be placed in the PTSA Mailbox in the school office or this form may be downloaded from the PTSA page on the school website and sent via email to stormptsa@gmail.com (put signed paper copy in PTSA Mailbox).

Date Requested: _____

Date Received: _____

1. Amount Requested: _____ **Date by which funds are needed:** _____

Please include tax, shipping, handling etc. Please include any estimates, photos or relevant information that has been collected related to this request.

2. Total Cost of Project: _____

Students Served: _____

(if funding is coming from multiple sources)

Have any other funding resources been explored? Yes No If yes, please describe.

3. Request Information

Name: _____ **Dept:** _____

E-mail: _____ **Phone:** _____ **PTSA Member? Yes No**

Department Chair or Administrator Sign-Off: _____

4. Describe proposed use of funds & impact on student learning. (Attach additional pages if needed.)

Approved: YES ___ NO ___ Dollar Amount _____ **Notification Date:** _____

PTSA President Signature: _____