



Grant request proposals may be for projects, activities, books, equipment or anything that supports the mission of Hilltop PTSA (To develop programs, projects and activities that support the education, health and welfare of children and educators at Hilltop Elementary School). While preference is given to proposals that offer school-wide access to students, teachers and/or caregivers are also encouraged to submit proposals that will benefit their individual classrooms or grade level.

Please place your completed form in the labeled PTSA box in the school office. The Hilltop Elementary Administrator will do the first review of proposals for content, appropriateness and to determine if alternate funding sources are available. The Hilltop PTSA board will then review requests at our monthly PTSA meeting. **Please plan to attend to present your request and answer any questions.** Meeting information can be found at www.HilltopPTSA.org. You should expect to hear back within a week of the grant presentation.

Questions? Contact HilltopElemPTSA@gmail.com

We look forward to hearing about your project.

Submitted by (Individual/Group): _____ **Date:** _____

Dollar Amount Requested: _____ **Total Cost of Project/Items:** _____

Funds Needed by: _____

How would you prefer to receive funds? I will pay and be reimbursed PTSA pays vendor directly

Recipient of Grant (self or other): _____

Address of Grant Recipient: _____

Describe project/Items to be Purchased:

How does this project support the mission of Hilltop PTSA? (Mission Statement: To develop programs, projects and activities that support the education, health and welfare of children and educators at Hilltop Elementary): _____

Subject area/grade level supported by project/items: _____

What learning/school objectives does this address?: _____

Is there anything else you would like to add? Please feel free to submit additional information.

Please do not write in box below - for treasurer's use only

Date: _____ Check Number: _____ Amount: _____

Treasurer's Name: _____ Signature: _____

Rejected due to: Incomplete form Ineligible expense(s) receipts and form do not add up

Updated in accounting software

Treasurer notes: