



North Bend Elementary School Grant Guidelines

One of the purposes of PTA is to develop united efforts between schools and the public that will secure the highest advantages in physical, mental, social and spiritual education for all children.

North Bend Elementary School (NBES) PTA would like to achieve this purpose in part by providing grants for educational programs, activities and supplies as requested by community members (staff, family members, students) at North Bend Elementary, and subject to the approval of the PTA board of directors.

Requests will be considered under the following general guidelines:

1. Funds should impact the greatest number of students and requests should have an educational basis and/or be consistent with the purposes of PTA.
2. NBES Administration must approve any program in order for the PTA to provide funding.
3. Matching funds will be considered when partial funding has been received from other sources.
4. Only one-time costs can be approved, although applicants can reapply in the future. One-time approval does not imply approval for future requests.
5. Requests for funding must be submitted via the Grant Request Form (attached). Applications will be considered by the PTA Board of Directors, which will make a decision at the next scheduled PTA meeting.
6. Once a grant is approved, checks will be made out to vendors directly, or to applicants (or the school) as reimbursement for funds approved and expended. Reimbursements will be made with VALID RECEIPTS ONLY.
7. Grant Requests should be submitted to any PTA Board Members via mailboxes in the office.



North Bend Elementary School Grant Request

Name and position:		Submission Date:	
		Date Funding is Needed:	
Phone:		Email Address:	Dollar Amount Requested:
Briefly describe how the funds will be used; please provide a breakdown if necessary.			
How many students will be affected by this request?			
What is the educational benefit of this program?			
Please list funding sources previously explored and the outcome.			
Applicant's Signature:		Principal's Signature (if request is for a new program):	
I am a PTA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<input type="checkbox"/> Approved & Amount		<input type="checkbox"/> Denied & Reason	
Committee Notes:			
Grants Committee Chair Signature: _____ Date: _____			
PTA Treasurer Use Only			
Check Disbursement Date: _____		Check #: _____	Check Amount: _____
Check Forwarded To: _____		Receipt Attached? _____	