Sierra Elementary PTA
2023-2024 Grant Request Form

Name of Person Making Request: _______________________________________________________

Date: ____________________  Email: ____________________________________________________

Grant Details
Select a Grant for Application:

☐ Teacher Supply Grant - ($100 per classroom; $1,500 available - first come, first served)
  These funds may be used to compensate teachers for supplies purchased for their classrooms out of
  their personal funds. The funds are limited to $100 per classroom.

☐ Teacher Grants - ($1,000 available - first come, first served basis)
  These funds may be used for any item(s) a teacher needs to run his or her classroom. Each request
  must be submitted by the teacher and approved by the PTA Board.

☐ Teacher Education Grants - ($200 per year; $2,000 available - first come, first served basis)
  These funds may be used by Sierra teachers for continuing education. If the teacher/staff member
  would like to take college level classes for personal development, their reimbursement is limited to
  $200 per year. These funds must be approved by the PTA Board.

☐ Extra Curricular Enrichment Learning ("EXCEL") Grants - ($500 per grade level, Whole School
  $2,000, Specials and Challenge Class $250 each - first come, first served basis)
  These funds may be used to provide enrichment opportunities for students. They can be used for field
  trips or other programs, but not for supplies. The funds are eligible as follows: $2,000 for a program that
  benefits the entire school, $500 for a program that benefits the grade level, and $250 each for
  programs that benefit Art, Music, PE, and Challenge. Any funds remaining in this account on March 1st
  are no longer subject to these dollar restrictions. These funds must be approved by the PTA Board.

☐ Staff Gifts ($300 available - first come, first served basis)
  These funds may be used to provide gifts up to $100 to teachers and staff at significant life events
  including, but not limited to, birth, adoption, wedding, death, or retirement. Each gift shall not be more
  than $100 and requires approval by the Board.

☐ Student Grants ($1,200 available - first come, first served basis)
  These funds may be used to cover school fees or field trip fees for any student who needs assistance.
  If the request is under $100, these funds may be approved by the Treasurer and the check co-signer at
  the request of Sierra staff. The recipient will remain anonymous.
Who would benefit from this grant (an individual, class, grade level, whole school, etc.)?:

____________________________________________________________________________________

Description of Grant Request:
For grants requesting **SUPPLIES**, please provide a brief description of supplies needed and how they would be used.
For grants requesting funding for a **PROGRAM**, provide a brief description of the program, the sponsoring organization and the date of the program.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Check Details
Make Check Payable To:  ________________________________________________________________

Amount of Check: ____________________________ Date Check is Needed: ______________________

Name of School Mailbox or Full Mailing Address for Check Delivery: __________________________

____________________________________________________________________________________

Submit this form, along with all supporting documentation (receipts, invoices, etc.) to the Treasurer mailbox or to Treasurer@SierraPTAArvada.org

For Board Use Only - Approvals & Budget Account

Date of Board Approval (if applicable) ____________________________

Treasurer: ___________________________________ Date: __________________________

President (if over $100): _____________________________ Date: _________________________

Budget Account: __________________________________ Notes: ____________________________

Check #: ______________________________ Date Issued: _________________________________