Classroom Grant Application
Grants may be requested for any special project or special purchase that you wish to make. Previous grants have included a stereo for the Pre-K room, boomwackers for the music department, special center equipment in the kindergarten room. Many years these funds go unused. We encourage you to be creative and take advantage of this great opportunity.

Guidelines
1. Grants must be pre-approved. Purchases that are made and a grant application is made after-the-fact may or may not receive approval. Understanding there are times when an opportunity is available that requires quick-action, the PTA has procedures in place to react quickly if needed. Contact the President or Treasurer for assistance.
2. The item(s) purchased must remain at Boyd.
3. A special program that is requested must be done with Boyd students.
4. The requesting teacher(s) is responsible for investigating costs associated with the grant.
5. Although it is not mandatory, it is helpful if the requesting teacher(s) attends the PTA meeting when the grant is reviewed. This allows the board to ask questions and gather information quickly otherwise the grant may be held over for approval at a future meeting.
6. When and if all allocated funds are spent, the Grant Program will be closed for the school year.
7. A single grant should not exceed $200. Grants in excess of this amount may be submitted for special consideration and classification.

Application (Attach additional pages if needed):
Teacher(s) Requesting Grant: ________________________________

Description of Requested Purchase: ________________________________

Benefits of the Purchase/Program: ________________________________

Have you investigated making this purchase through OPS?  □ Yes  □ No

Result of investigation or reason it was not investigated: ________________________________

Cost(s): ________________________________

Please include any other details that might be helpful in evaluating this grant request. ________________________________

Completed by: ________________________________  Date: ________________________________

PTA Board Use Only
Date Reviewed: ________________________________  Program Status: ________________________________
Reimbursement/Funds Status: ________________________________  Completed: ________________________________