

Bollman Bridge Elementary School PTA Grant Request for 2021/2022

The BBES PTA funds programs, materials and initiatives that directly benefit the students, staff and parents of Bollman Bridge Elementary School. **Submission of an application does not guarantee funding. Funds will be allocated as available based on the approved 2021-2022 School Year Budget for grade level funds, specific unit funds, and classroom grant budget.**

All applications will be considered regardless of amount, type of program, previous PTA funding, etc. Funding may only be requested through this application process.

Directions:

Please fill out this form in its entirety. If a question does not apply to your request, please answer "N/A."

Please fill out your initial fund request **including review and signoff by the administration** and submit via email to BollmanBridgePTA@gmail.com and BBESPTATreasurer@gmail.com. (preferably attached as a PDF, but photo snapped on your phone is fine)

The PTA board will review and provide email approval.

Please note that the PTA cannot directly pay for items or services that require a credit card purchase, these have to be purchased up front by the applicant and reimbursed. Services that can be purchased via check can be paid directly by the PTA.

After approval, in order to obtain reimbursement for items purchased directly by the applicant or have a check cut for direct payment, provide the approved form and original receipts/invoices in the PTA Treasurer mailbox.

For questions, contact to BollmanBridgePTA@gmail.com and BBESPTATreasurer@gmail.com

Bollman Bridge Elementary School PTA Request for Funding 2021/22

CONTACT INFORMATION

Person requesting funds:

Contact # _____ Best time to reach you _____

Email _____

Position with BBES: _____

Please describe the program, supplies or event this request is for. Explain the purpose of the event/program/supplies and how you see the funds being used to benefit BBES.

Population served:

____ Students ____ Staff ____ Community

What grade(s) or units will this program benefit (check all that apply):

____ RECC ____ Pre-K ____ K ____ 1st ____ 2nd ____ 3rd ____ 4th ____ 5th ____ Applicant Classroom
____ Reading Team ____ Math Team ____ Hispanic Achievement ____ Media Center

FUNDING DETAILS

Use additional paper if necessary. Remember to include shipping and tax if relevant. If a general budget is being requested, include amounts to the extent known and funding for reimbursement can be approved for *up to* that amount.

Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	TOTAL \$ _____

Are you requesting a direct payment check or reimbursement from the PTA?

_____ Direct Payment _____ Reimbursement

Upon approval, please provide a hard copy of receipts/invoices with this paper form in the PTA Treasurer mailbox. For reimbursement, check will be made out to applicant unless otherwise directed. For direct payment, provide remittance information with this paper form including check beneficiary and delivery instruction.

In the event that PTA is unable to provide funding for your request, how will you fund it?

PTA INVOLVEMENT

Do you anticipate needing volunteers or other PTA involvement to help with this request beyond funding? ____ Yes ____ No

If so, how?

Has PTA funded this request with a grant in the past? Yes____ No____

Review by BBES Administration:

Signature:_____ **Date:** _____

For Use by PTA:

Date Received:

Date Approved:

Amount Approved:

Date Check Issued:

Check #:

Amount:

Officer Signature: