

**NWSC of PTA/PTSA's  
Grant Request Form  
Unit PTA/PTSA - Grant Fund  
20\_\_\_\_ - 20\_\_\_\_**

*Please fill in all except treasurer's bottom portion.*

Amount \$: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Requested by & Phone #: \_\_\_\_\_

Unit PTA/PTSA School/Name: \_\_\_\_\_

Send to: \_\_\_\_\_

*(Either your address, home school, or other instructions)*

**Itemize Your Expenses:**

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**Brief Description of Purchase (to support requirements):**

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\*\*\*\*\*Attach All Receipts\*\*\*\*\*

***For Treasurer's Use Only***

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

President's Signature: \_\_\_\_\_  
*(or other Officer)*

Approved by Local Unit Gen Membership: Yes \_\_\_\_\_ No \_\_\_\_\_

NWSC PTA/PTSA President Initials: \_\_\_\_\_

**NWSC of PTA/PTSA's  
Grant Request - Guidelines for Usage of Funds  
Unit PTA/PTSA Grant Fund**

1. Each Unit PTA/PTSA is entitled to request up to \$350.00 as a one-time grant.
2. Request for funds must be sent/submitted on or before the end of the 2018-2019 NWSC budget calendar year (June 30, 2019).
3. The funds/grant must go towards helping a majority of students in an on-going manner. Ideally, a long-term asset that directly benefits the children of that school (i.e., popcorn machine, fun fair game, durable signs or booths for annual Health & Wellness program, birthday books display rack, portable PA system for programs, etc.). They may not be used towards short-term, temporary items and/or disposable items (i.e., popcorn oil, fun fair game prizes, birthday book club books, etc.).
4. Funds may be consolidated between schools in order to purchase a larger, shared asset.
5. Unit PTA/PTSAs must have approval of their local unit general membership prior to receiving the grant. Evidence of that approval may be submitted with this application in the form of meeting minutes.
6. Unit PTA/PTSAs must submit this form to the NWSC PTA/PTSA Treasurer or President to make their Grant Request.
7. Funds will be reimbursed after the Unit PTA/PTSA Grant Fund Committee has received this form and agrees to approve the request. This committee shall be comprised of the Executive Committee and any additional members added as determined by the President.
8. NWSC PTA/PTSA will not be responsible for purchasing, maintaining, or insuring the asset. Nor in any other way otherwise responsible for it. The asset will belong to the requestor(s) and be exclusively their responsibility.
9. Direct any questions regarding the Unit PTA Grants to either the NWSC PTA/PTSA President or Treasurer.

This grant directly supports several of the “**Historical Purposes of the PTA**”

- *To promote the welfare of children and youth in home, school, community and place of worship*
- *To raise the standards of home life*
- *To secure adequate laws for the care and protection of children and youth*
- *To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth*
- *To develop united efforts between educators and the general public that will secure for all children and youth the highest advantages in physical, mental, social and spiritual education*