

**GARFIELD HIGH SCHOOL PTSA  
Small Grant Application Form**

**FALL DUE DATE: September 24, 2015. SPRING DUE DATE: February 5, 2016**

Any member of the Garfield High School community may make grant requests, but STAFF requests must have a faculty/staff contact person as well as the endorsement of the Department chair; STUDENT requests must have the signature/approval of their Faculty Advisor.

**Date:** \_\_\_\_\_

**Your name/email:** \_\_\_\_\_

**Faculty/staff contact/email:** \_\_\_\_\_

**GHS department/program/club:** \_\_\_\_\_

**Grant title:** \_\_\_\_\_

**Number of students affected:** \_\_\_\_\_

**Total requested grant:** \$ \_\_\_\_\_

- a. Include a simple line-item budget for this grant request (*on back or attached page*).
- b. List funding from other sources and what those funds will cover:

**Briefly describe your project and explain how it meets the funding criteria:**

**List your project milestones plus an estimated completion date for each:**

*I have reviewed this grant application, and I affirm that there is a need for what is proposed and that no other source of funds is available to complete the project.*

\_\_\_\_\_  
[Faculty/Staff signature]

\_\_\_\_\_  
[Department Chair signature]

Place completed application in the PTSA Small Grants box in the office or email to:  
Michelle Marchant [mmmarchant@comcast.net](mailto:mmmarchant@comcast.net) or Stephanie Otis [stephanie@nonfoodltd.com](mailto:stephanie@nonfoodltd.com)