



Meadow Ridge PTO

Helping our Monarchs soar to new heights!

8100 Courtland Drive NE | Rockford, MI 49341

EIN: 38-3497612 | Website: <http://mdrpto.weebly.com> | Email: mdrmonarchs@gmail.com

Grant Request Form

Please place this completed form in the PTO box in the workroom. The principal will first review the content and appropriateness of the proposal, and determine if alternate funding sources are available. The PTO will then review this request at the next general PTO meeting, which occurs every other month.

Please allow 8 weeks for a decision from the PTO Board. Thank you!

Name of Teacher/Staff member(s) requesting grant: _____

Amount requested: \$ _____

Approximately how many students will benefit from this grant? _____

Which grade level(s) would benefit from this grant? _____

What subject/class would benefit from this grant? _____

Provide a brief summary of what your grant money will be used for (and/or attached documentation):

List the name of the company from which this item(s) will be ordered from. Attach any additional information, such as an invoice, to help illustrate the anticipated charges.

Please enter the date(s) of the activity if this grant is not for an item that needs to be purchased.

Grant Request Form – Review of Request

Date of review: _____

Name of Teacher/Staff member(s) requesting grant: _____

Amount requested: \$ _____

Decision (check one):

____ Approved, in the amount of \$ _____

____ Approved with Stipulations, in the amount of \$ _____

____ More Information Needed

____ Not Approved

Reasons for the above decision, if applicable:

Date this Review was returned to requester: _____

TREASURER USE ONLY

Date approved funds given to requester: _____

Check # _____ Amt: \$ _____

Written to: _____

Budget Item: _____

Check # _____ Amt: \$ _____

Written to: _____

Budget Item: _____