



GRANT APPLICATION

Grant application process:

- _____ Read the grant guidelines on the IHS PTSA website.
- _____ Complete this form and gather supporting documents.
- _____ Have request approved by the Principal by signature on this form or have them send approval via email.

_____ Submit request by email to: Jen Pierson at jenpierson@outlook.com

_____ Grants committee will discuss the application and respond typically within 2 weeks of submission.

_____ Submit receipts within 2 weeks of purchase or payment for which grant is awarded.

Date submitted		Principal signature	
OVERVIEW			
Title of request			
Amount requested Limit of \$1500		Date funds needed	
Total cost of project/initiative		Other funding sources? ie. Booster Club*	
# of students who will benefit from the grant (#/classroom/grade/school wide?)			
GRANT REQUEST DETAILS			
Explain the details of the project, initiative or resources for which the grant is being requested and how the grant funds will be used.			
Requestor name		Contact email	

*Organizations with a Booster Club must pay for at least 50% of the project or initiative for which grant

