

# Cottonwood Elementary School Parent Action Council (PAC)



## Grant Procedures and Request Form

1. Requestor to complete this entire form as indicated below, with detailed attachments explaining how the grant will facilitate and/or enhance the education of our children.
2. Requestor to then submit no later than the Friday before the next scheduled PAC meeting, completed request form to Grade Representative for review.
3. Grade Representative, upon review, will then submit Grant Request Form to school Principal.
4. Requestor or Grade Representative **MUST** attend PAC meeting to present Grant Request and be available for questions/comments.
5. Requestor or Grade Representative to make financial arrangements with PAC Treasurer, upon passing/approval of Grant Request.

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

Name of Requestor: \_\_\_\_\_ Grade(s) Represented: \_\_\_\_\_

Email of Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Grant Request: \_\_\_\_\_  
(Attach paragraph explaining your request)

Amount Requested: \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*PAC Administrative Use Below This Line\*\*\*\*\*

\_\_\_\_\_  
Grant Approval Amount/Date

Type:  Educational Enrichment  
 Mini-Grant  
 Major Project Yr: \_\_\_\_\_

\_\_\_\_\_  
Notes

November 2007