St. Joseph PTA Council

1415 N. 26th St. (Admin Bldg.)
St. Joseph MO 64506

PTA Council Grant Request

The executive committee of each PTA/PTSA may apply for one grant up to the amount of $400.00. All proposals will require the following information to be eligible for consideration:

1. The attached forms need to be filled out.
2. Current Bylaws on file, Council dues paid and at least one membership turned into the state PTA office.
3. To ensure that funds are being used for projects that have been approved we ask that you submit receipts for said project. Once approval has been made on a project, we ask that you use grant money for said project only.

Completed proposals should be returned to St. Joseph PTA Council by November 1st. Please send to St. Joseph PTA Council, 1415 N. 26th St., St. Joseph, MO 64506 (Through school mail to Admin Building) or email sjptacouncil@gmail.com.

School Name:

Contact Person:

Phone Number:

Signature of PTA/PTSA President:

Signature of Principal:

1. Describe the purpose of your project, including the population that will be served, types of activities, length of project and how this project aligns with the Purposes of the PTA and our Mission statement. Please remember those projects should be education based or have a student need focus:

2. Describe the organizational structure of your project. An organizational chart may be attached to help meet this requirement. (What staff will be involved? Who will be accountable for funds? Who will order and receive materials?):

3. Describe your project - purpose and goals for the project (projects must have preapproval from the district office):

4. Describe participants to be served, including how they will be selected:

5. Provide a detailed breakdown of expenses, including categories and anticipated expenditures in each category. Be sure amounts are correct, including any shipping and handling fees: