



Green Level High School PTSA

Student Club Grant Application

In order to support the Student Clubs of Green Level High School, the PTSA is pleased to offer grant opportunities to help these groups secure additional funding.

Grant Requirements

- All grant expenses must relate to the mission and vision of the organization.
 - Consumable Items/Supplies - \$50/club
 - Registration fees - \$150/club
- “Celebration Items” are not permitted (no funding for “end of year” parties).
- Grant must have a PTSA Sponsor (Sponsor must be a GLHS PTSA member and can be a faculty advisor, student, parent, etc.).
- Each club/organization is limited to one grant per school year.

Grant Process

- Grants will be awarded on a rolling basis while funds are available.
- Submit all applications to the front office.
- Applications will be reviewed and approved by Mr. Viens (jviens@wcpss.net) prior to being submitted to the PTSA.
- The PTSA will review submitted applications in its next Board meeting (held every 2nd Wednesday of the month).
- Once grant is awarded, the PTSA will reimburse the recipient according to standard GLHS PTSA reimbursement process, receipts required.

Club Grant Application

Club/Organization Name	
Advisor Name & Signature	
Club/Org. Treasurer Name	
How will these funds be used to benefit your Club/Organization?	
Please provide a list of items your group intends to purchase.	
<p>If this grant is to be used to pay registration fees, please include the following information:</p> <ul style="list-style-type: none"> • Name of Event: • Date: • Number of people attending from GLHS • Cost per person 	

Administration Approval/Date: _____

PTSA Approval/Date: _____

Receipt/Invoice Received: _____

Funds Paid to: _____

Date Funds Paid: _____