

HMS PFC – Teacher Grant Request

Follow the submitting guidelines before handing into HMS PFC for approval.

1. Complete form (part A) below. (Incomplete forms will be returned)
2. 2 quotes are required before approval of grant will be given. Attach both quotes to form.
3. Provide request to HMS leadership to confirm school does not have funds to allocated expense or other funding cannot be obtained via grant or donation. If no funding is available *HMS leadership will sign off*
4. Forms can be dropped off in the HMS PFC President’s box or emailed to HarvestIBPFC@outlook.com

All requests will be review at the next PFC meeting. If they are approved HMS PFC will sign off on Request for funding (Part A) and if necessary, Application for Payment (part B) will be emailed to the requesting teacher to completed. Completed Applications for Payment (part A) can be put into the HMS PFC treasure’s box or emailed to HarvestIBPFC@outlook.com so a check can be issued.

Teacher Grant Application **Request for Funding (FORM A)**

HMS PFC USE ONLY

Application #-School Year _____

Teacher Requesting Funds _____

Date _____

Requesting funds for:

How many students will this impact _____

Have you checked with the school budget to see if there is another resource for funding? (Circle one) YES NO

Cost Comparison #1 _____ Quote attached YES NO

Cost Comparison #2 _____ Quote attached YES NO

If the Grant is approved by HMS PFC Request for payment (form B) will be given to Lisa Carroll to disperse to requesting party.

Principle Sign-off _____ Date _____

HMS PFC Sign-off _____ Date _____

Grants will be accepted from September until the last PFC meeting in May.
No Grants will be considered after the last PFC meeting.

HMS PFC USE ONLY

HMS PFC Results of Request & Vote

YES: _____ NO: _____

Date of Vote _____

HMS PFC USE ONLY

Approved Amount _____

HMS PFS Sign-off _____ Date _____