



Cherry Valley Elementary PTA GRADE-LEVEL GRANT APPLICATION

Grade Grant Request (up to \$1,000)

This is an educational grant for united classroom teachers grades K-5 to request items that mutually benefit their grade/class/teachers. Please note *this application may take up to 4 weeks to process*. Grade-Level Grants will be carefully reviewed at the next PTA Board Meeting, held monthly. If your request has a time requirement or you have additional questions please email: president@cveptaduvall.com.

Date: _____ **Grade + Teacher(s):** _____

List item(s) requested and how will this impact educational experiences. (*attach additional docs, if needed*):

Vendor/Purchase Link (*please attach order summary, including shipping, to this form*):

Total Amount of Request: \$ _____

Criteria:

1. All teachers in the grade should collaborate to decide on their grade grant request before submitting this form for approval (one per year).
2. Unless disposable, purchases are to remain at CVE or to be sent home with students for digital learning.
3. Purchases must be for classroom use only; the funds are intended to cover areas *not* covered by existing budgetary allotments or dedicated funds. Funds are for EDUCATIONAL purposes. (*No food please*).
4. Approval is needed **BEFORE** making the purchase.
5. Grant money cannot be used to purchase gift cards or services.
6. Purchases must be made via an online retailer and made through the Cherry Valley office. Receipts must be submitted to both the PTA President and Cherry Valley Principal upon purchase.
7. Submission of a grant application early in the school year is strongly encouraged. Direct completed forms to the PTA mailbox in the office or email to president@cveptaduvall.com for approval **on/before April 30, 2027**.

Grant Approval Process:

Step 1: Return this form to the PTA mailbox in the Office for PTA President.

Step 3: PTA board of directors meets to review the grant request & may request further information. President will sign once approved.

Cherry Valley PTA President Approval Signature: _____

Step 2: After PTA approval, the form will be placed in the Cherry Valley Principal's box for approval.

Cherry Valley Principal Approval Signature: _____

Step 4: Once approved, the Office will email Staff (PTA President CC'd) to coordinate the purchase.

Step 5: Once the purchase is complete, the staff will submit the receipt(s) with final confirmation of purchase to the Principal and PTA President. The PTA President will send receipts to the Treasurer for record.