



Friends of the Surprise Libraries, Inc.  
Grant Application - Individual Teacher

Total Amount Requested \$ \_\_\_\_\_

Date prepared \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Phone contact \_\_\_\_\_

Best time to call \_\_\_\_\_

E-mail contact \_\_\_\_\_

Grade Level(s) Teaching \_\_\_\_\_

Subject Matter(s) \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Principal's Name \_\_\_\_\_

Principal's Phone \_\_\_\_\_

Principal's e-mail \_\_\_\_\_

Submitted to Principal for review \_\_\_\_\_

Principal's Concurrence or Approval of this grant request \_\_\_\_\_

Comments 

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Please describe what you are requesting (i.e. exact number of copies of book, title specific, cost of book and source where book can be purchased). Will this item be able to be used for more than one semester? If yes, please explain how it will be used. If not, please explain why not. If additional page is needed please add – more detail is better!

Have you requested funding for this item from your PTA/PTSO? If yes, how much will your PTA/PTSO contribute to this purchase? If not, why not?

How with this item(s) be used to improve the literacy of your class?  
(Please be very specific use additional page if needed)

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Please provide any additional information that will help our Grant Committee to understand your request – (tax base for your school, or % below poverty level, title one school etc)

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*Thank you for your grant request. Grants submitted by the end of the month will be submitted to the Grant Committee in the following month receipt of this request.*

Presented to Grant committee \_\_\_\_\_ (date)

Grant Committee decision

Grant Committee recommendation to Board

Presented to Board \_\_\_\_\_ (date)

Board Decision or Action

Approved Grant documentation

Purchased \_\_\_\_\_ (date)

Delivered \_\_\_\_\_ (date)