



Friends of the Surprise Libraries, Inc.  
Grant Application  
Reading Specialist/Reading Interventionist

Complete this form. Use Tab to move to the next area. Be sure to **“File save as” to your computer**, then submit file as an attachment with any additional documentation.

Requests must be submitted electronically to:  
[admin@friendsofthesurpriselibraries.org](mailto:admin@friendsofthesurpriselibraries.org)

Amount Requesting  
Date submitted  
Preparer’s Name  
Phone contact  
Best time to call  
E-mail contact

School Name  
School Address  
City, Zip

Principal’s Name  
Principal’s Phone  
Principal’s e-mail

If other Teachers/Interventionists Involved provide their information.

Name  
Email/Phone #  
Best Time to Reach

Name  
Email/Phone #  
Best Time to Reach

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Best Time to Reach

If more individuals are involved – add an additional page to list them.

Describe what you are requesting (i.e. 30 copies of book – title specific, cost of item (s) and source where items 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, why not?

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

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

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)

***Thank you. Be sure to file save as this document. Change the name of the file to keep it separate from the blank form. Submit your request electronically as an attachment to your email. Applications will only be accepted electronically. You will receive a confirmation notice that your document has been received. The Grant committee meets the first Wednesday of the month. The Board meets the second Wednesday of the month. You will receive an update once the Board has met.***

Presented to Grant Committee (date)  
Grant Committee Action

Recommendation to Board

Presented to Board (date)  
Board Action

Approved Grant Action :

Items Purchased (date)

Items Delivered (date)