

For Grant Committee Use Only

Committee Member: _____

Grant Number: _____

PTA GRANT APPLICATION FOR PUBLICATIONS

Date submitted: _____

Total amount of Grant Request: \$ _____
(MUST be approved by Faculty Advisor)

1. Publication Information

Name of publication _____

Student contact name _____

Student phone _____

Student email _____

Faculty advisor _____

Advisor phone _____

Faculty advisor department _____

Approved _____

Faculty advisor email _____

What kind of publication is this? _____

2. Editorial Board

Name	Position	Grade

3. Number of Participants by Grade

12:	11:	10:	9:	8:	7:
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Approximately how many years has your publication existed? _____

How often does your publication staff meet? _____

How many staff members attend meetings, on average? _____

Briefly tell us the purpose/nature of your publication, and what you propose to fund with your grant:

PLEASE ENCLOSE OR ATTACH A RECENT ISSUE OF YOUR PUBLICATION, IF POSSIBLE.

4. Revenue and Expenses

How much total money (spring and fall) did you request from the PTA last year? \$ _____

How much total money (spring and fall) did you receive from the PTA last year? \$ _____

How much of your PTA money remained unused at the end of last academic year? \$ _____

If you didn't spend the majority of the allotted amount, **please tell us why**, and what steps you plan on taking to avoid this situation in the coming year:

Committee Member:

Grant Number:

Publication Financial Statement: 2017-2018 Academic Year (Last Year)**5. Revenue***Describe sources of money received for publication expenses.*

Revenue Type	Description		Amount
Beginning balance (9/2017)	<i>Sources other than PTA funds</i>		
Total Sales	Publication sales:	Advertising revenue:	
Fundraising			
Other*			
SubTotal	<i>All sources other than PTA funds</i>		
PTA Grant (2017-2018)			
TOTAL	<i>Sum of all revenue for the school year.</i>		

6. Expenses*Describe money spent on publication expenses.*

Expense Type	Description		Amount
Printing (Total cost)	Number of issues:	Cost per copy:	
	Total number of pages:	Average cost per page:	
	Number of B/W pages:	Number of color pages:	
Supplies			
TOTAL	<i>Sum of all expenses for the school year. (Should not exceed revenue)</i>		

Publication Financial Statement: 2018-2019 Academic Year (Projected)**7. Revenue***Describe anticipated sources of money for publication expenses, including this PTA grant request.*

Revenue Type	Description		Amount
Beginning Balance (9/2018)	<i>Sources other than PTA funds</i>		
Total Sales	Publication sales:	Advertising revenue:	
Fundraising			
Other*			
SubTotal	<i>All sources other than PTA funds</i>		
PTA Grant (2018-2019)			
TOTAL	<i>Sum of all anticipated revenue for the school year.</i>		

8. Expenses*Describe how money will be spent on publication expenses.*

Expense Type	Description		Amount
Printing (Total cost)	Number of issues:	Cost per copy:	
	Total number of pages:	Average cost per page:	
	Number of B/W pages:	Number of color pages:	
Supplies			
TOTAL	<i>Sum of all expenses for the school year. (Should not exceed revenue)</i>		

*Please give a specific explanation on the following page.

Is there anything else the committee should know to evaluate this application? Use the following page to elaborate on or clarify anything from above.

