



FUNDING REQUEST FORM

Title of Event/Item \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Who do we make the check out to: \_\_\_\_\_  
(If reimbursement, please supply receipts)

Total Cost of Event/Item: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

Ages of Children Benefitting: \_\_\_\_\_ Number of Children Benefitting: \_\_\_\_\_

The primary source(s) of funding for this event (District, State, Other): \_\_\_\_\_

Please share other funding sources you may have found for this event:

Please describe this event:

How is this event supportive of a Montessori Philosophy of Education:

Contact Person: \_\_\_\_\_ Room #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MCA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial:



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To request funding from the MCA...

1. Complete the form on the back of this sheet.
2. Get an administrator to approve it.
3. And put it in the MCA mailbox.

PLEASE do all this by the first of the month. ONE MONTH PRIOR to your event.

In other words... Ask us by October 1st to fund an event in November...

### **ALSO:**

- Attach any additional information related to the event or field trip that might help the MCA in making decision. (Estimates, forms, catalogs, emails, etc...)
- Please provide information on other sources of funding to help other teachers and future leaders of the MCA avoid re-inventing the wheel year after year.

Additional information on funding requests:

- \* WE WANT TO HELP. Questions can be submitted to [bennettparkmca@gmail.com](mailto:bennettparkmca@gmail.com)
- \* Our annual budget is between \$7,000-\$9,000 or around \$10.00 per child.
- \* We discuss these requests at our monthly business meeting. Our meeting schedule is on the school calendar. Please consider attending any meeting but especially ones where we are discussing your funding request.
- \* Please plan **months** ahead... the sooner we know you are planning a trip the more time we have to help find additional funding and support for your event.
- \* You can ask us to help with volunteering, prep work, grant writing, etc. We have gotten pretty good being helpful. But we need to be asked or we won't know.
- \* If we provide funding for items or equipment for the school those things always become school property.
- \* We need an administrator to approve any request before we can consider it.
- \* It never hurts to ask. Sometimes we need to say no. Sometimes we need more information before we can say yes. But we can't help if we don't know how.