

CDA Charter Academy Charter Parent Organization (CPO)

Grant Request Form

Staff, Coaches, and students may request funds for extracurricular or educational program needs that are not paid in full by the school. In order to request a grant, a representative from the program must fill out this form and put it in the CPO mail box or email to Jen Vest at jenvest4@gmail.com one week before the Grant meetings which are held the second Tuesday of November and March. A representative must attend the meeting to present the request and answer questions that evening. The CPO will not consider requests for items already purchased, transportation costs for teams, or items that only benefit an individual student. Please contact Jen Vest at jenvest4@gmail.com or 518-468-2000 if you have any questions. Grant requests must be under \$1,500.

Requester: _____

Email: _____ Phone Number: _____

Amount Requested: \$ _____ Would you consider receiving less than the full amount Y/N

What is this grant for?

Who will benefit from this grant?

Has the program tried fundraising? If so, how much have you raised so far?

What financial support have parents or students provided for this item?

Other helpful information:

Please attach any supporting documents to aid us in this request.