

Evergreen Academy OPT Staff Grant Application

Applicants must meet the following requirements to be considered for a grant:

- Be a current member of the Evergreen Academy Staff
- Check with the principal to confirm that no other sources of funding are available for this request
- Receive sign-off from the principal on your proposed use of funds (signature on application)
- Complete the application in its entirety and turn it in to the OPT mailbox in the Front Office
- Be willing to present an overview of how grant funds were used to the Board of Director's

**Additionally, some requestors may be asked to present an overview of the use of funds to the OPT General Assembly.*

All staff grant requests will be reviewed within two weeks of their submission. A 2/3 majority vote of the Board of Director's must take place in order for a grant to be approved. Please complete the application in detail. If the OPT has additional questions, you may be contacted via email for further information/clarification.

Date:		Amount Requesting:	
Applicant Name:		Applicant Position:	
Applicant Email:			
Co-Applicant Name:		Co-Applicant Position:	
Co-Applicant Email:			

Title of Grant:
Benefactors:
Please describe how the funds are intended to be used:
List as many details as possible. Details could include; price breakdown of items/services to be purchased, where items will be purchased from, weblinks to where more information can be found, example pictures, websites, etc.
Preferred of Payment :
<input type="checkbox"/> OPT to Submit Payment Directly <input type="checkbox"/> Staff Member to Pay and Seek Reimbursement

Applicant's Signature:	
Co-Applicant's Signature:	
Principal's Signature:	

FOR OFFICE USE ONLY			
Board Review:	_____ Passed _____ Failed		
Notes:			
OPT Check #:		Date Issued:	
Amount Paid:		If different than amount requested, please explain:	