



# Polk Education Foundation Funding Request Form

Please complete this form describing the funding need your school or organization may have. We will keep this form on file and do our best to find ways to fill the need ourselves or partner you with another organization that may be of service.  
Please apply at least three weeks before the date funds are needed to allow time for processing.

Applicants applying for funding must be part of  
the Polk County Public School District or Polk Charter School District

Please print or computer generate all information:

Request date \_\_\_\_\_ Date funds needed by \_\_\_\_\_

School Name \_\_\_\_\_

Organization Name requesting funding \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone # \_\_\_\_\_ Fax (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Project \_\_\_\_\_

Description/Purpose of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How this benefits Polk County students and/or teachers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many students \_\_\_\_\_ and/or teachers \_\_\_\_\_ will this project serve?

Total Amount Requested: \$ \_\_\_\_\_ Total cost of Project \_\_\_\_\_

Proposed Use of Funds (include detailed budget on additional page if needed):

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\*\*\*A copy of an estimate, invoice, registration etc., showing prices / fees should be attached to this request.

If partial funding is awarded, could you still have project? Yes or No

If partial funding is requested / awarded, provide other funding sources and amounts:

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By what date do you need the funds? \_\_\_\_\_

Who should check be made payable to? \_\_\_\_\_

What address should the check be sent to? (if sent to school, note PSCB courier route)

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Please describe opportunities to promote or advertise sponsorship from the Polk Education Foundation or associated partners:

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Signature of person completing application

Date

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Signature of Supervisor supporting the application

Date

Please submit this form by mailing to 1530 Shumate Drive, Bartow, FL 33830,  
OR use PCSB courier to PEF, Route E