Patrick Henry Foundation
Funding Request Application

Revised 8/6/26

What is Patrick Henry Foundation?
Patrick Henry Foundation (PHF) is a 501(c)(3) charitable organization that provides flexible funding to respond to identified classroom and innovative programming needs in the field of Science, Technology, Engineering, Arts and Mathematics (STEAM).

Isn't that what the PTA does?
Although PHF and PTA share a common goal – the betterment of our children's education - the organizations are governed independently, and have different budgetary, and expenditure requirements. While the PTA generally sponsors programs and events that benefit the school and student body as a whole, PHF utilizes ***flexible funding*** to bring enrichment programs, educational resources, and supplies to the campus, grade level or classroom where they are needed. Together these two organizations can help fulfill student and staff needs. Our school absolutely needs both PHF and the PTA!

What is a grant request?
The grant program is meant to provide staff with an opportunity to identify innovative programs or needs that would be beneficial to the school, grade, or classroom and the funding of which would provide educational experiences not otherwise available.

What are some examples of past grants or things I can ask for?
Teacher training, workstations, projectors/screens, classroom library books, STE(A)M supplies, grade level sensory tools, etc.

Any examples of things that aren't usually approved?
Consumables, items that benefit a limited number of students, items already provided by the district/school, or items not approved by the Principal.

Why do you ask for the Principal's sign off?
Grant requests must be signed by the Principal to ensure that the items requested align with the curriculum and school initiatives.

How do I submit a grant request?
Submit requests to PHF by emailing your scanned request to execboard@patrickhenryfoundation.org, or by dropping a hard copy in the PHF box in the office. **Your request must include supporting information (product listings, pricing, or other specifications) to facilitate review by the board. If your request does not include required supporting information, it will be pushed to the following grant review period.**

When should grant requests be submitted?

Grant Request Period	Submission Deadline	Allocation of Annual Budget Available
1st Semester	6 weeks after the first day of school **(October 6th)**	75%
2nd Semester	2 weeks after the 2nd semester begins **(February 8th)**	25%

What happens after I submit my signed grant request?
After the close of each grant request period, the PHF board will review all requests at the next monthly board meeting. The board will vote to fund requests based on alignment with PHF's mission and available funds. You will hear from a PHF representative with any follow up questions and the results of your request. If your grant request is approved, PHF will make all purchases on your behalf. (Reimbursements for pre-purchased items are not permitted unless the PHF board votes for an exception.)

Questions? Comments? Concerns?
If you have any questions or need assistance with your grant request, do not hesitate to contact us at execboard@patrickhenryfoundation.org.

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Requestor Information

Name	
E-Mail Address	

Grant Request Information

Project/Item Name	
Classroom Number/Grade	
Total Requested Amount	
Minimum Acceptable Amount *(If Requestor is willing to accept a partial amount in the event Foundation cannot grant the Total Requested Amount)*	
Project/Item Details *Please check all that apply*	☐ New project/item for our school ☐ Project will supplement an existing program ☐ Project will require a substitute teacher Project will occur: ☐ After school hours ☐ Before school hours ☐ During school hours

Project Details

Provide information on project member(s). Use an additional page if you need more space.

Name	Title	Certifications/Training	Relevant Experience

Describe the purpose and goals of this project/item(s).	
Describe expected outcomes of this project/item(s).	

Requestor Signature

Name (printed)		
Signature		Date

Principal Review and Approval – required prior to submission to PHF

Name (printed)		
Signature		Date

Foundation Use Only:

Date approved by board: _____ If denied, why:_____

Date teacher notified of status: _____ Next step: _____

Payment date: _____ Check number:_____