

One Time Funds Request Form

Center: _____ Site: _____

One Time Funds are awarded on an available basis for emergent needs that cannot be covered within the center's current budget. Safety is the highest funding priority. Submit a separate application for **EACH** request.

Item(s) or service(s) requested:

Total Cost*: \$_____ (Attach documentation such as catalog page, internet info, estimate, etc.)

*Total Cost **MUST** include the following information:

Purchase: include listing of item(s) with cost, necessary accessories with cost, shipping, tax, etc.

Professional service: include written estimate from service professional incl. labor, materials, delivery, installation, tax, etc.

If this request is funded, how will it impact children and families?

How does this request address safety priorities?

What other attempts have been made to meet this need (other resources explored)?

How will your site proceed if this request is not funded?

Review with your Sr. Regional Coordinator before submission. Submit to elfiscal@psed.org.

ESD use only Comments:	Approval:
----------------------------------	-----------