



## GRANT CHECK REQUEST

To avoid possible delays, please complete this form legibly and in its entirety.

Date: \_\_\_\_\_

Grant Cycle: Summer | Fall | Winter (circle one)

Requestor's Name: \_\_\_\_\_

\*Must match the Requestor's name on the grant request application

Requestor's Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Booster/Club Name: \_\_\_\_\_

Grant Description (in brief): \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Check to be Made Payable to: \_\_\_\_\_

### Check One Below:

( ) To be Mailed to: \_\_\_\_\_  
\_\_\_\_\_

( ) To be Picked Up by: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\* This person will be notified the check is ready for pickup.

( ) Other/Special Instructions: \_\_\_\_\_

### Instructions:

- 1) Attach a copy of invoice(s), purchase order(s), estimate(s) or receipt(s) to this form. If there are various, include a separate sheet itemizing vendor/item amount, with the requested grand total equalling or not greater than the approved grant amount.
- 2) Attach additional details if requested by the Timberwolves Foundation (TWF) Grant Administrator.
- 3) Submit this completed form along with it's supporting documents to:  
**The Timberwolves Foundation mailbox located in the MVHS office Attention Grant Administrator.** Signed, scanned and emailed to [contact@timberwolvesfoundation.com](mailto:contact@timberwolvesfoundation.com) are acceptable. A confirmation email will be sent when received.

*Thank you and congratulations!*

For office use only:

Grant Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_