FREE TEMPLATE FOR K-12 SCHOOLS

Poster Printer Grant Request Template

A fill-in request your school can adapt for a district education foundation, a state grant, a PTA/PTO award, or a Title I requisition — then attach a formal quote.

This template was written by Education Graphic Solutions LLC around the six sections funders most often ask for: student need, project description, measurable goals, a budget built from a formal quote, a plan to keep the printer running, and the attachments a funder typically asks for. It is free to download, copy and adapt. It is not a grant award, a purchase order, or a contract.

Who we are

Education Graphic Solutions LLC has supplied Education Graphics Poster Maker™ packages, ink, paper and laminators to 5,000+ K-12 schools since 2003. We are an HP partner. We hold TIPS contract #240804 (Academic and Educational Goods and Services, valid through 31 October 2029). Headquarters: 100 Lake Dr West, Wayne, NJ 07470. Phone 1-877-891-8411. The company is led by Bryan McLaren, President, and Kyle McLaren, Vice President — the two company contacts listed on our TIPS vendor profile.

How to use this template

1. Read your funder's application first. Match its questions, word limits and priorities. Cut any section this form has that the funder does not ask for.
2. Fill in the bracketed prompts in black. Delete the yellow instruction boxes before you submit.
3. Put local numbers from your comprehensive needs assessment in the need statement. Funders want a real local need, not a generic equipment request.
4. Do not guess at prices. Request a formal quote at schoolposterprinters.com/poster-printers/ or by calling 1-877-891-8411, and attach that quote. Use the published package range in the appendix only as a planning reference.
5. Have your principal (or the person the funder names) sign the assurance on the last page, and attach the checklist items.

Fill-in cover letter (adapt or attach)

INSTRUCTIONS — delete this box before you submit. Replace every prompt in brackets. Do not invent a price.
Copy this letter into your funder's format if they ask for a narrative letter, or attach it with the rest of this template. Use the amount on your formal quote, not a published list price.

[Date]

[Funder name]

[Funder address or portal]

Dear [reviewer or committee]:

On behalf of [school name], I am requesting [$ amount from the attached quote] to purchase a [package name and width] Education Graphics poster printer. Teachers and staff will use the printer to produce instructional posters, family-engagement materials and schoolwide notices in-house, instead of sending files to a print shop.

Our need comes from [the relevant finding in our needs assessment or school improvement plan]. An in-house printer lets staff print from everyday files over Wi-Fi at about $1.30 in ink and paper per 24×36 poster on standard matte, versus $17–$20 or more at many print shops. The attached quote is the source of the package price in our budget. Year-two supplies will be paid from [budget line or PTA/PTO support].

Every Education Graphics poster printer includes a 3-year parts-and-labor warranty, setup, live virtual training and unlimited phone support. We will follow our district purchasing rules if this request is funded, including sending a purchase order with the quote.

Thank you for considering this request. I have attached the completed template, the formal quote and the other items on our checklist.

Sincerely,

[Name, title, school, phone, email]

1. School and applicant information

SCHOOL NAME [School name]	**DISTRICT / LEA** [District or LEA]
SCHOOL ADDRESS [Street, city, state, ZIP]	**GRADE LEVELS SERVED** [e.g., K–5]
ENROLLMENT (APPROX.) [Number of students]	**CAMPUS / SITE FOR THE PRINTER** [e.g., media center]
APPLICANT NAME AND TITLE [Teacher, media specialist, or administrator]	**APPLICANT EMAIL AND PHONE** [Email] · [Phone]
PRINCIPAL / SITE ADMINISTRATOR [Name]	**FEDERAL PROGRAMS / TITLE I COORDINATOR (IF APPLICABLE)** [Name, or N/A]
FUNDER / PROGRAM YOU ARE APPLYING TO [Foundation, state program, PTA/PTO, Title I, etc.]	**APPLICATION DEADLINE** [Date]

2. Need statement

INSTRUCTIONS — delete this box before you submit. Lead with students, not equipment.
Use one or two facts from your school's comprehensive needs assessment, then connect them to the visuals teachers will print. Two starting examples are below — replace them with your own numbers. Do not submit both examples; pick the one that matches your plan, or write your own.

Need statement

[Write 1–2 short paragraphs. Start with a local student need, then say what teachers cannot do today without large, current visuals.]

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_____

_____

_____

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Optional starting examples (replace with your data)

These are starting paragraphs, not finished applications and not case studies. Do not submit them unchanged, and do not invent percentages, test scores or school names. Replace every bracket with numbers and programs from your own needs assessment.

Literacy and family engagement

Teachers in our [grade span] need large, current print visuals for [reading program or intervention] and for family nights. Staff now enlarge letter-size charts by hand or send files to a print shop at $17–$20 or more per 24×36 poster, which delays the materials students see during a unit. An in-house printer at about $1.30 per poster would let us post word walls, anchor charts and take-home literacy flyers in time for instruction and family events named in our needs assessment.

STEM and career and technical education

Students in [STEM, CTE or career pathway courses] need large lab-safety, process and career-pathway posters that match this year's curriculum. Outsourced printing makes it hard to update a diagram when a unit changes. A school poster printer would let instructors print and replace those visuals as the course moves, and would support Perkins or STEM-aligned priorities only if our coordinator confirms the purchase fits the approved plan.

Schoolwide communication

Our school posts expectations, event notices and wayfinding in hallways and common areas. Because outside printing is slow and costly, some notices stay up after the date has passed or are printed too small to read from a hallway. An in-house printer would let the office and designated staff replace those

posters on a published schedule, so students and families see current information. Name the office or role that will own the printer and the year-two supply line in the sustainability section.

3. Project description

INSTRUCTIONS — delete this box before you submit. Say who will use the printer, where it will live, and what they will print.
A published example you may adapt: “The printer will sit in the media center. Every teacher can send work from Canva, Google Slides or PowerPoint over Wi-Fi. In year one we will print anchor charts, word walls, intervention visuals, bilingual family-night posters and science fair graphics.” Name the Education Graphics package only after you have a quote.

PACKAGE REQUESTED (FROM YOUR QUOTE) [e.g., Gold 36″ — use the quote, not a guess]	**QUOTED PRICE (ATTACH THE QUOTE)** $[amount]
WHERE THE PRINTER WILL LIVE [Media center / workroom / other]	**WHO WILL SUPERVISE IT** [Name and role]
WHO MAY SEND JOBS TO IT [All teachers / a department / media staff]	**DESIGN TOOLS TEACHERS ALREADY USE** [Canva, Google Slides, PowerPoint, other]

What we will print in year one

[List the main uses — for example, anchor charts, word walls, intervention visuals, bilingual family-night posters, science fair graphics.]

_____

_____

_____

_____

4. Measurable goals

INSTRUCTIONS — delete this box before you submit. Pick two or three goals you can actually measure.
Published examples you may adapt: (1) Every K–3 classroom has a current, printed word wall by October. (2) Translated signage is posted for every family event this school year. (3) The school stops paying for outsourced posters, tracked against last year’s print-shop spending.

Goal	How we will measure it	When we will check
[Goal 1]	[Measure]	[Date]
[Goal 2]	[Measure]	[Date]
[Goal 3, optional]	[Measure]	[Date]

5. Budget

INSTRUCTIONS — delete this box before you submit. Build the budget from a formal quote, not from memory.
Education Graphics packages are published from $2,495 (Bronze 24″) to $8,995 (Diamond 44″); the Z6 is priced by quote. Ink and paper for a 24×36 poster on standard matte is about $1.30. Lamination is optional and should come from its own quote if the visuals must last all year. A current price list is in the appendix. Always attach the real quote so the funder sees the actual cost. If the award will cover only part of the cost, say so and name the other source (for example PTA/PTO funds or a school budget line). A smaller package such as the $2,495 Bronze 24″ may fit a smaller award.

Line	What this covers	Amount	Source of the number
Poster printer package	[Name the package on your quote]	$[ ]	Formal quote, attached
Ink and paper, year one	About $1.30 in ink and paper per 24×36 poster on standard matte × [number of posters]	$[ ]	Estimate from your poster count
Lamination (optional)	Laminator and film, if visuals must last all year	$[ ] or N/A	Separate quote, if requested
Other (optional)	[Only if the funder allows it — describe]	$[ ] or N/A	[Quote or school estimate]
Total request		$[ ]	
Other funds toward this project	[PTA/PTO, school budget line, or none]	$[ ] or N/A	Named source

Request a formal quote: schoolposterprinters.com/poster-printers/ or 1-877-891-8411. We accept school and district purchase orders. Education Graphic Solutions LLC holds TIPS contract #240804.

6. Sustainability — how the project will last

INSTRUCTIONS — delete this box before you submit. Funders like projects that keep going after the award year.
Explain who will look after the printer and how ongoing supplies will be paid, such as the school's instructional materials budget or PTA/PTO support. A cost comparison you may cite: printing in-house costs about $1.30 per poster versus $17–$20 or more at many print shops, so a $2,495 package pays for itself after about 134 posters. See schoolposterprinters.com/in-house-vs-outsourcing-school-posters/. Every Education Graphics poster printer comes with a 3-year warranty that covers parts and labor, plus setup, live virtual training and unlimited phone support at 1-877-891-8411. Printheads are not covered; replacement printheads start at $250 per unit. Equipment returned in its original packaging is covered by a 14-day money-back guarantee. Full terms: schoolposterprinters.com/poster-printer-warranty-and-service/.

Who will maintain the printer, and how year-two supplies will be funded

[Name the staff role that will own the printer. Name the budget line or partner that will buy ink and paper after year one.]

_____

_____

_____

7. Attachments checklist

Check each item you will include. Rules vary by funder; include everything your application asks for and nothing it forbids.

- [ ] Formal quote from Education Graphic Solutions LLC (request at schoolposterprinters.com/poster-printers/ or 1-877-891-8411)
- [ ] Vendor documents, such as a W-9, from schoolposterprinters.com/school-purchasing-documents/
- [ ] Letter of support from the principal (or the person the funder names)
- [ ] Photos or examples of the visuals you will print (free templates: schoolposterprinters.com/poster-templates/)
- [ ] This completed request, with yellow instruction boxes removed
- [ ] Any other attachment the funder lists (needs assessment excerpt, Title I plan page, board approval, and so on)

8. Sample justification language you may adapt

These paragraphs are starting points, not official determinations. Your district decides what is allowable. Rewrite them in your own voice and put your own numbers in.

General grant or foundation request

“Teachers at [school] need current, large-format visuals for [reading intervention / family engagement / STEM, named from our needs assessment]. An in-house Education Graphics poster printer lets staff produce those materials from Canva, Google Slides or PowerPoint over Wi-Fi, at about $1.30 in ink and paper per 24×36 poster on standard matte, instead of sending work to a print shop at $17–$20 or more per poster. We are requesting [package name and quoted price]. Ongoing ink and paper after year one will be paid from [budget line or PTA/PTO]. The package includes a 3-year parts-and-labor warranty, setup, live virtual training and unlimited phone support.”

Optional Title I language (only if your coordinator agrees it fits your plan)

Use this only when the purchase supports needs already identified in your Title I plan, and only after your district’s Title I coordinator has confirmed it is allowable. Title I money must supplement, not supplant, state and local funds. Some districts list printers as unallowable. For allowability, what to

include in a Title I request, and who holds title to the equipment, see schoolposterprinters.com/title1-funding/. The published sample language is:

“Our Title I schoolwide plan prioritizes reading and math intervention for students performing below grade level. An in-house poster printer lets interventionists and classroom teachers produce large-format anchor charts, vocabulary walls, and visual supports matched to current lessons, at about $1.30 per poster in ink and paper, instead of relying on outsourced printing. The printer supplements, not replaces, state and locally funded instructional materials.”

Under Title I rules, the district keeps title to equipment bought with the funds. E-Rate cannot pay for a poster printer, ink or paper. ESSER deadlines to obligate funds for new purchases have passed. For Title IV-A, Title III, Perkins V, PTA/PTO, DonorsChoose and other sources, see schoolposterprinters.com/poster-printer-funding-for-schools/.

9. After the award — how schools order

Once funding is approved, ordering is a purchasing step, not another grant step. Your business office sends a purchase order with the quote. Education Graphic Solutions LLC accepts school and district purchase orders, and the Education Graphics Poster Maker™ ships within 24 hours of receiving the PO. Submit a PO at schoolposterprinters.com/submit-a-purchase-order/.

TIPS members can buy on contract #240804 (Academic and Educational Goods and Services, valid through 31 October 2029). Email the PO as a PDF. The PO and quote must reference the contract, with one PO or quote per attachment. Co-op contracts can let member districts skip a separate bid, but your purchasing office decides whether a co-op purchase fits its rules.

10. Applicant assurance

I confirm that the facts in this request are accurate to the best of my knowledge, that prices used in the budget come from an attached formal quote or from a clearly labeled estimate, and that I will follow our school and district purchasing rules if the request is funded.

APPLICANT SIGNATURE [Sign or type name]	**DATE** [Date]
PRINCIPAL / DESIGNEE SIGNATURE (IF REQUIRED) [Sign or type name]	**DATE** [Date]

11. 30-day checklist

Use this timeline if your funder has not set a tighter deadline. Start earlier when a Title I or Title IV-A purchase needs coordinator review, or when a board agenda has a cutoff.

6. Week 1 — Confirm the funder and the quote. Identify the program and read its form. If the source is Title I, Title IV-A or Perkins, ask the district coordinator whether the purchase can fit the approved

plan before you write. Request a formal quote and gather vendor forms from schoolposterprinters.com/school-purchasing-documents/.

7. Week 2 — Write the need, project and goals. Pull local findings from your needs assessment. Name who will use the printer, where it will live and what you will print in year one. Write two or three goals you can actually measure.
8. Week 3 — Finish the budget, letter and sustainability line. Enter the quoted package price, a year-one ink-and-paper estimate, and any other funds. Complete the cover letter. Name the staff role and the year-two supply source.
9. Week 4 — Attach, sign and submit. Remove the yellow instruction boxes. Attach the quote, this completed template, a principal letter if required, and example visuals (free templates: schoolposterprinters.com/poster-templates/). Collect signatures and submit through the funder's process.

12. Funding sources and official links

We can't decide what is allowable for your school. Your district coordinator, business office or the funder does. The addresses below were checked on 23 November 2026. For program rules, including that ESSER deadlines for new purchases have passed and that E-Rate cannot pay for a poster printer, ink or paper, start with schoolposterprinters.com/poster-printer-funding-for-schools/.

Funding and purchasing guides at schoolposterprinters.com

- School funding overview: schoolposterprinters.com/poster-printer-funding-for-schools/
- Title I funding for a poster printer: schoolposterprinters.com/title1-funding/
- Step-by-step writing guide: schoolposterprinters.com/how-to-write-a-poster-printer-grant/
- Fundraising ideas schools already use: schoolposterprinters.com/25-unique-fundraising-ideas-for-schools/
- How PTA and PTO groups differ: schoolposterprinters.com/pto-vs-pta-differences-benefits-best-choice-for-schools/
- Title I schools, a guide for parents: schoolposterprinters.com/the-parents-guide-to-navigating-title-i-schools/
- Vendor forms, including a W-9: schoolposterprinters.com/school-purchasing-documents/
- How to send a purchase order: schoolposterprinters.com/submit-a-purchase-order/
- Ways schools use poster printers: schoolposterprinters.com/ways-schools-use-poster-printers/
- 2026 buyer's guide: schoolposterprinters.com/best-school-poster-printers-2026-buyers-guide/
- Published package prices: schoolposterprinters.com/poster-maker-packages/
- In-house vs outsourcing: schoolposterprinters.com/in-house-vs-outsourcing-school-posters/
- Cost to print school posters: schoolposterprinters.com/cost-to-print-school-posters/
- Paper and supplies: schoolposterprinters.com/poster-printer-paper-supplies/
- Glossy vs matte poster paper: schoolposterprinters.com/glossy-vs-matte-poster-paper/
- Laminators for schools: schoolposterprinters.com/laminators-for-schools/
- Warranty and service: schoolposterprinters.com/poster-printer-warranty-and-service/

- Request a formal quote: schoolposterprinters.com/quote/

Official federal and national sources

- Title I at the U.S. Department of Education (reviewed 9 November 2026): https://www.ed.gov/laws-and-policy/laws-preschool-grade-12-education/title-i
- Title I, Part A program page: https://www.ed.gov/grants-and-programs/formula-grants/school-improvement-grants/title-i-part-improving-basic-programs-operated-local-educational-agencies
- Title IV-A Student Support and Academic Enrichment: https://www.ed.gov/grants-and-programs/formula-grants/school-improvement-grants/student-support-and-academic-enrichment-program-title-iv-part
- Title IV-A technical assistance center: https://t4pacenter.ed.gov/aboutUs/title-iv-overview.aspx
- Perkins V at the U.S. Department of Education (reviewed 9 November 2026): https://www.ed.gov/adult-programs/adult-education-laws-and-policy/perkins-v
- Grants.gov: https://www.grants.gov/
- Find your state education agency (reviewed 1 April 2026): https://www.ed.gov/about/contact-us
- E-Rate at USAC (cannot pay for a poster printer, ink or paper): https://www.usac.org/e-rate/
- Compiled text of the ESEA (govinfo): https://www.govinfo.gov/content/pkg/COMPS-748/pdf/COMPS-748.pdf
- DonorsChoose: https://www.donorschoose.org/
- NEA Foundation grants for educators: https://www.neafoundation.org/educator-grants-and-fellowships/
- Dollar General Literacy Foundation grants: https://www.dgliteracy.org/grant-programs/
- Toshiba America Foundation K-12 grants: https://toshiba.com/taf/
- IMLS funding opportunities: https://www.imls.gov/find-funding/funding-opportunities
- National PTA: https://www.pta.org/
- TIPS purchasing cooperative (contract #240804 through 31 October 2029): https://www.tips-usa.com/

Appendix. Published Education Graphics package prices

These are published list prices on schoolposterprinters.com as of 23 November 2026, for planning only. They are not a quote and they are not a bid. Attach a formal quote for the package you are requesting. Silver is $3,795 for the 24″ package and $4,795 at 36″. Gold 24″ and Gold 36″ are both $4,795; they differ in printer width, not in price. The Z6 is priced by quote.

Package	Width	Published price	What's included
Bronze	24″	From $2,495	Desktop printer with starter supplies
Silver	24″	$3,795	Adds a high-resolution scanner and rolling stand
Silver	36″	$4,795	Same Silver kit at 36″
Gold 24″	24″	$4,795	Adds a pre-installed design laptop
Gold 36″	36″	$4,795	The Gold kit with a 36″ printer
Diamond 36″	36″	$6,995	10 rolls of paper and a larger supply kit
Diamond 44″	44″	$8,995	5 rolls of 36″ and 5 rolls of 44″ paper
Z6	—	Priced by quote	Ask for a formal quote

Every Education Graphics poster printer, from the Bronze 24″ to the Diamond 44″ and the Z6, includes a 3-year parts-and-labor warranty, setup, live virtual training and unlimited phone support. Printheads are not covered. Full details: schoolposterprinters.com/poster-printer-warranty-and-service/. Compare packages: schoolposterprinters.com/poster-maker-packages/. How to write each section of a proposal in more depth: schoolposterprinters.com/how-to-write-a-poster-printer-grant/.

Education Graphic Solutions LLC · 100 Lake Dr West, Wayne, NJ 07470 · Fax 973-928-8280