HARRIET BISHOP PTO GRANT APPLICATION

2018-2019

THE PURPOSE OF THE GRANT PROGRAM IS TO PROVIDE FUNDING FOR ACTIVITIES THAT ENHANCE THE EDUCATIONAL EXPERIENCE OF HARRIET BISHOP ELEMENTARY SCHOOL STUDENTS.

Grant money can be used in a variety of ways. For example, funds have been used to purchase equipment or supplies, to cover the cost of special projects/programs, to fund guest speakers, field trips, and transportation to an event/activity. Grant applications are not limited to the ones listed and applicants are encouraged to creatively adhere to the purpose of the program. Amounts under $1,000 may be decided by the PTO Board at its discretion without being submitted for a vote of the entire PTO. Any grant needing funds between August 2018 – October 2018 are encouraged to submit their application before the last day of school in June 2018.

To request a grant:

(1) complete the Grant Application and submit it to the PTO Executive Board by placing it in the PTO mailbox or emailing it to harrietbishoppto@gmail.com;

(2) the person (or a member of the group) requesting the grant should be at the October 2018 PTO meeting to present the application and answer questions if the request is over $1,000.

Keep in mind that recurring requests (such as a request to pay for XYZ every year) are held to a heightened standard as the current PTO cannot predict the cash flow or funding preferences of the PTO in the future. A recurring request may be amended to be considered on a one-time basis with leave to submit a new request in subsequent years.

To be fair to all applicants, the PTO has decided to review all funding requests at one time. This allows the PTO to more fairly allocate the money rather than having the money go out on a first come, first serve basis. Please have all your requests in by September 30, 2018. The grants will be reviewed by the grants committee and presented and voted on at the October 2018 PTO meeting.

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Date: _____ Amount Requested: _____

APPLICANT INFORMATION

Name: _____ Email: _____

Group/Dept./Grade: _____ Phone: _____

DETAILS REQUESTED

Description of Request (For example: Why are the funds needed? For what will they be used? Who and how many students will benefit from this request?)

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Has the BLT endorsed this request? Yes No

Has the PTO approved a similar request in the past? Yes No (If yes, give details.)

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Is there a deadline? If so, when? Yes No _____

(For example, sale ends on Jan. 1, the speaker is on hold until Oct. 15, etc.)

Is there anything else you would like us to know? _____

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Applicant Signature: _____

PTO ACTION TAKEN: APPROVED DENIED DATE: _____