

**Forest Dale Elementary PTO Teacher Grant Guidelines
2019-2020 School Year**

- Eligible Applicants:** All certified K-5 teachers at Forest Dale Elementary
- Criteria:** Grant programs will have a positive effect on students, support innovative and creative teaching strategies, and contribute directly to improved student achievement.
- Amount:** Up to \$1,000.
- Application process:** Only one application per individual per year, but an individual can also be part of a grade level or team grant. Grant application form should be completed, signed by principal, and given to PTO president by **November 1, 2019**. Applicant will be notified by November 15, 2019 whether approved or declined.
- Purchases:** All purchases must be made by end of **March 2020** and receipts must be submitted for reimbursement by May 1, 2019. Standard PTO payment procedures will be followed for reimbursement of expenses.

**Forest Dale Elementary PTO Teacher Grant Application
2019-2020 School Year**

Project Title: _____

Amount requested: \$_____ Vendor name(s) _____

Will this be for a classroom _____ or grade level _____? Grade _____

Number of students served by this grant _____

Name(s) of teacher or team requesting funds _____

Will items purchased through this grant also be used in future years _____?

Please attach an overview of the grant proposal. This needs to include:

- A brief summary with the purpose, methods used to implement, and the expected benefits, including the goal or objective of project
- An explanation how this will enhance the current curriculum or address a specific deficiency

Principal's Signature _____

-----**To be completed by PTO Board**-----

Date applied _____ Approved _____ Declined _____

PTO President's Signature _____ Date _____