Pine Tree Elementary PTO Grant Guidelines

Eligible Applicants:

*Grade level teachers (as a group or individually)

*Certified staff/ full time staff (counselor, SLP, special education teacher, etc.)

*Sponsors of school clubs, special events, or other whole school programs (This does not affect eligibility in other applicant areas.)

Criteria:

Grant programs will have a positive effect on students, support innovative and creative teaching strategies, and contribute directly to improve student achievement.

Items purchased with PTO grant money will become the property of Pine Tree Elementary.

Amount:

Up to $200 per individual. Funds may be used for a single grant or multiple grants.

Application Process:

Grant application forms must be completed and emailed to the Principal for approval 10 days prior to a PTO meeting. PTO President must receive the grant request 7 days before a scheduled PTO meeting date.

This year please continue to place your hard copy in the PTO mailbox and then shoot us a quick email to let us know we need to pick it up.

No Grant Deadline this school year, if that changes, we will let you know and give you time to submit your grant.

Decision:

Approval will be based on whether the grant request meets criteria. Applicant(s) will be notified by the PTO President, how to proceed accordingly. Grants will be distributed, as funding is available up to the deadline stated above. Grants will be prioritized on a "first-come, first-served" basis. If you have any questions regarding the PTO grant process, please contact the PTO President.

Pine Tree Elementary PTO

Grant Request Form

2020 - 2021 School Year

Grant Requested By: _____

Date: _____

Number of Children this grant will benefit: _____

Total Amount of request: _____

Summary of Request:

Please include how this will assist in the education of our children and/ or the positive change it will have in our learning environment.

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Principal Signature _____Date _____

Approved ☐

Denied ☐

Pine Tree Elementary PTO
Grant Request Form
2020 - 2021 School Year

Vendor: _____

Quantity	Item #	Description	Unit Price	Total

Subtotal	
S/H	
Total	