



Eli Pinney Elementary School PTO

9989 Concord Road Dublin, Ohio 43017

Office: 614.798.3570 Fax: 614.718.8961

http://www.dublinschools.net/pinn_pto.aspx

pinneypto@gmail.com



GRANT PROPOSAL PROCESS

What are the PTO Grant guidelines?

Eli Pinney PTO offers this opportunity to fund items not attainable through the operating budget of the school. The items can be suggested by any member of the Eli Pinney community (staff, students, or parents). The following are rough guidelines for these PTO grants:

- Each grant will aim to benefit a large number of our students (at least 20%) and/or staff.
- PTO Grants will focus on enriching the educational experiences of our children. Gifts are intended to enhance the school, give depth to academic work and provide learning opportunities for students that cannot be offered through normal budget avenues.
- PTO Grants will also provide support and resources to the Pinney staff to adequately enable them to educate our children.

What is the process to request a PTO Grant?

- Requests can be made by anyone associated with Eli Pinney. They can be made individually, by grade level teams (this will be preferred if the item proposed could easily benefit an entire grade level), or through a collaboration of many.
- The PTO Executive Board will screen initial requests to ensure no duplication, efficiency in cost estimates, fit with PTO budget, grant guidelines, and purpose of the PTO. Grant requests may be reviewed at Executive Board meetings.
- PTO grants are capped at \$1000 unless there are exceptional circumstances.
- PTO grants over \$500.00 will be voted on by the general PTO membership prior to the grant deadlines. PTO grants under \$500.00 will be voted on by the PTO Executive Board prior to the grant deadlines.
- Complete “PTO Grant Request Form” - Paper and Electronic forms are available. Paper forms can be found in the “Grants” mailbox in the Teacher Workroom.
- Electronic forms can be downloaded from the Eli Pinney District Home Page - click on the PTO Link on the left and download the form from the “PTO Downloads/Forms” list.
- Once downloaded, open in Adobe Reader and complete electronically. “Save As” with your name in the title. Send as an attachment to: pinneypto@gmail.com

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PTO GRANT REQUEST FORM

Name: _____

Date: _____

Description of Request:

Reason for request and how students benefit:

Estimated number or percentage of current student population that will benefit from this request:

Estimated cost: _____

(Note: If actual expenditures exceed the approved amount by more than 10%, PTO may refuse to approve payment of the overage.)

For Board Use Only

Approved

Denied

Date: _____

PTO Executive Board Member: _____