



PRIMROSE ELEMENTARY SCHOOL PTA GRANT APPLICATION

Please return completed form to the PES Grants Chairperson:

Grants Chairperson: pesptagrants@gmail.com

The PES PTA Grants are intended to fund innovative projects that will enhance your students' educational experience. Materials will be reused from year to year, have not been previously funded by any source and typically not funded by the school district.

GUIDELINES: Submissions will not be accepted after **APRIL 1st**

- (1) Applicants MUST be a PES PTA Member by November 1st
- (2) Project should be for academic, social, sensory or cultural enrichment.
- (3) Project must continue in the future without additional PTA funding.
- (4) Grants are not for funding things that should be supplied by the school district nor transportation costs.
- (5) Project summary, materials, itemized cost (incl. tax & shipping) must be clearly stated on a separate page.
- (6) Purchase and invoice MUST be submitted within 45 days of grant approval or grant money will be allocated to another applicant. All reimbursements must be redeemed within 60 days of being issued or the last day of the current school year, whichever is first.
- (7) Label purchases as, "Funded by PES PTA".
- (8) All Materials funded by PES PTA remain the property of the SCSD in order to enhance learning past the year in which the grant is funded.
- (9) If applying for a seminar / training or PLD, explain how information will benefit the rest of the staff in the building as well as how and when the information will be discussed with staff to implement the training.
- (10) If multiple teachers will be using the grant materials, all must be PES PTA members. More than one teacher may submit a joint grant request however two teachers cannot submit the same request separately.

APPLY: Grant to benefit: ☐ Class. ☐ Grade Level. ☐ Other _____

Requested Dollar Amount (max \$500.00 or \$750.00/grade) _____

• I am also applying for funds for this grant from:

☐ SEPTA ☐ PRIMROSE ☐ SMS ☐ SHS ☐ SEF

• Will the grant project be integrated into the curriculum in the future? ☐ YES ☐ NO

• Is the grant project reusable for another year or by other students? ☐ YES ☐ NO

• Grants *must* be reviewed & approved by building Principal prior to submission.

Approved by (Name & Signature) : _____

Applicant Name: _____ **Date:** _____

E-mail & Phone/Ext : _____

Class or Special Area: _____