

RHS PTO

GRANT PROCESS

Thank you for your interest in approaching the RHS PTO for funding!

Please complete the application and submit to:

RHS PTO mailbox attn: PTO GRANT COORDINATOR

or through the online form on the RHS PTO Webpage

The RHS PTO Grant Coordinator will forward the application for primary consideration to the RHS Administration. Upon approval at the building level, the Grant Coordinator will guide the application through additional vetting as applicable. If additional information is needed through this process the applicant may be approached by RHS or RTSD Administration for clarification or extra detail. It is requested the PTO Grant Coordinator Amy Schwarz be copied on this correspondence or communication.

Once the grant is ready to be reviewed by the PTO Executive Board, the Grant Coordinator will update the applicant that the process is approaching final stages and request answers to any additional questions that may have been raised by the RHS PTO Exec Board during its preliminary review which takes place while waiting for the RHS and RTSD decisions. RHS PTO Grant Coordinator: Amy Schwarz, RHSPTOmail@gmail.com

Guidelines for Grant and Project Funding

- Radnor High School (RHS) teachers, staff members, and organizations & clubs are encouraged to request funds through the PTO Grant program. The program supports ideas and initiatives that directly benefit and enhance the Radnor High School Community.
- Applicants must request funding at least one- to two-months prior to the planned event/program and be prepared to discuss the request, how many students it would benefit, as well as overall impact on RHS. The approval process takes time but is rolling throughout the year rather than set application dates and deadlines. Please reach out to the Grant Coordinator if you have any questions.
- Grant awards may vary year to year, based on the current year PTO budget. The PTO Executive Board, at its discretion, may cap awards at a set amount, give preference to new applicants over returning applicants, and/or request that applicants seek additional funding sources.
- PTO grants are meant to cover unmet needs that fall outside of departmental funding. If the PTO cannot fund a request or provide the entire sum, applicants should seek other sources, such as Radnor Education Foundation, or other school funding.
- Grant applicants will follow RTSD Guidelines for awarding grants.
- RHS PTO requests detailed documentation to accompany the application. Documentation may include: detailed description of the program/project including short and long-term impact on RHS Community; several bids/quotes on the program/project/proposed purchase;
- Applicants need to know RHS PTO expects acknowledgement and recognition of grant funding through school and/or local social media, press, signage, and or program communications. Photo documentation of the project/program should be submitted to: RHSPTOmail@gmail.com

RHS PTO

GRANT APPLICATION

Applicant Name: _____ Total Application
Amount: _____

Applicant Department/Grade/Course or Organization/Club: _____

Applicant Email: _____ Applicant Phone: _____

Applicant Title/Affiliation with RTSD: _____

Applicant Signature: _____ Date: _____

Department Chair Signature (if necessary): _____ Date: _____

Building Principal Signature: _____ Date: _____

-----RHS PTO/RTSD Administrative USE ONLY-----

Date submitted to RHS Principal: _____ Approved Denied (Circle One)

If necessary, School Board Committee to Review: _____ Date submitted to Board Cmte: _____

Date Reviewed by School Board Committee: _____ Approved Denied (Circle One)

Date submitted to PTO: _____ Date Reviewed by PTO: _____ Approved Denied President
Initials: _____

Date notification regarding Grant status made: _____ Amount Awarded: _____ Funded: In Full Partial

Notes: _____

RHS PTO Grant Application

Please answer these questions as completely as possible. If additional space is needed, please attach on a second page, identifying question/section being continued. Attach supporting documentation including program details; multiple bids; detailed budget including future related expenses; etc.

1. Please provide a detailed description of the project, program, equipment, etc. for which you are requesting a grant. Please include a breakdown of how many students and what grades may be impacted by grant; what the objectives are of this funding initiative and how long they will last; a timeline for the program/project from implementation to completion; total cost of the project/program; multiple bids if applicable; etc.. Please attach additional documentation as necessary.
2. What is the amount of funding requested from the PTO? Please include all implementation and/or associated costs (examples may include: subscription services, future upgrades, maintenance costs, etc). Are there any costs associated with this initiative that will be requested from the PTO for the next school year and/or beyond? And if so, what would they be, and why?
3. What measures are you using to evaluate the impact of this grant? What tools/methods will you use to evaluate how these criteria have/have not been met? Both qualitative and quantitative evaluative methods are welcome.
4. Are there other potential funding sources? And if so, for what portion?
5. Did your organization/department/program receive PTO grant funds in the last 3 years?

The award notice will indicate when the funds will be available and the deadline for use of such funds. Funds will be disbursed when proper documentation of costs has been submitted. If the grant money is not used by the deadline, the grant will be forfeited.