

Little Chute Elementary School Parent Teacher Organization (PTO) Grant Application



Project Title & Name of Requestor: _____

Submission Date: _____ Amount Requested: _____

Number of children that will benefit from request: _____

Brief Description of Request: _____

Has funding been sought elsewhere? _____ When do you need the funding? _____

Approvals:

Principal or Associate Principal: _____

PTO President: _____

Grant Approved: _____

Grant Denied, reason: _____

Date: _____

Is your request eligible for PTO funding?

1. Funding is available for items that are extras that can/will enhance learning and educational experiences for children at LCES. These are items that cannot be funded within regular budget guidelines.
2. Request is to fund an object, item or program related to curriculum.
3. Consideration will be given to all requests. Grant requests from first time grantees may be given priority for funding.

Process to Request PTO Funds:

1. Complete the attached form outlining the funding request. You are encouraged to provide as much supporting documentation (quotes, detailed descriptions, etc.).

2. The PTO Funding Request form should be submitted to the school principal for approval.

Please remember that grant requests exceeding \$100 need approval from the school principal. However, grants of \$100 or less can be approved/denied by the PTO Board Members without the principal's approval.

3. Once approved by the school principal, the form will be forwarded to the PTO mailbox/email. The proposal will be reviewed by the PTO Board and any questions or additional information needed will be addressed.

***Please note that proposals are due two weeks before the next PTO meeting for review. PTO Meetings are every second Monday of each month.

4. Once approved by the PTO Board, the proposal will be placed on the agenda for the next PTO meeting as New Business for discussion and approval by vote.

Please note that proposals submitted could be held until the end of the school year for consideration at the time that the total of funds raised for the year are considered. Time sensitive proposals will be considered on a case by case basis during the school year.