**Bates PTO**

**Grant Fund Application 2018-2019**

The purpose of the Bates PTO Grant Fund is to provide funding that enhances the core and supplemental parts of the elementary school curriculum. Bates teachers and specialists may apply as individuals or as a team across grade level or disciplines for funding.

The PTO supports funding requests for:

* Items, materials or new initiatives/programming that enhance the core curriculum

The process for grant request is as follows:

1. The Bates PTO reviews grants and makes funding decisions twice a year, in October and April. The budget for grants will be set on an annual basis, as part of the Bates PTO Operating Budget, and will be divided evenly between these funding dates.
	1. The deadline to submit an application for Fall funding is Wednesday, October 31st, 2017 (the board will review Nov 1st )
	2. The deadline to submit for April funding must be submitted by Friday, April 6, 2018.
	3. The Executive Board may, in its sole discretion, consider a grant application request outside of the time frames listed above if it determines that there is a compelling and immediate need for funding.
2. Teachers need to complete a Grant Application and present their request to the entire faculty either via email or announce it at their regularly schedule faculty meeting in the month prior to the deadlines listed above.
3. Once communicated to faculty, all completed applications should be submitted to the current PTO Co-Presidents. Complete application can be left in the PTO President inbox in the main office.
4. The Bates Executive Board will review completed Grant Applications. The Bates Executive Board will approve grants up to the amount listed in the PTO Operating Budget.
	1. In any given calendar year, if the amount requested exceeds the budget, the requests will be brought to the entire PTO (Executive Board plus other meeting attendees) for consideration at their regularly scheduled meetings in the month after the deadlines listed above.
5. To receive reimbursement for the grant, faculty should complete the PTO Reimbursement Form found in the treasurer’s box in the office and attach receipts. A copy of this form can also be found on the PTO website. Upon receipt the Treasurer will reimburse teachers for the expense. This typically takes 5-10 business days. Reimbursement requests must be received by the end of the calendar school year, (June 30, 2018), unless approved by the PTO Presidents for later reimbursement. Grant money not spent in school year, in which it is awarded, is forfeited.

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| Name: |  |
| Email address: |  |
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Please briefly provide a description of each item/program and explain the purpose of each item requested.

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Item Approximate Cost

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| --- | --- |
| Materials and Supplies |  |
| Outside Services (e.g. Conference expense) |  |
| Other |  |
| Shipping and Handling |  |
| Total Funding Request |  |

**Please attach all supplemental materials that might be useful to us in making our decisions.**