

# Germantown Hills PTO Grant Application

Please complete this form as completely as possible. The PTO Board will use the GHPTO Grant Evaluation Rubric to prioritize grants approved based on the available grant budget.

July 1<sup>st</sup>, 2021, to August 1<sup>st</sup>, 2021, Total Grant Budget is **\$8,000**  
August 1<sup>st</sup>, 2021, to December 1<sup>st</sup>, 2021, Total Grant Budget is a minimum of **\$2,000**

## Proposal Title:

Fall applications are due August 1st. Spring applications are due December 1st.

## CONTACT INFORMATION:

Department/Team Name: \_\_\_\_\_

Elementary, Middle, or District: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## PROJECT INFORMATION:

Which grade(s) or class(es) does this project cover?

Approximately how many students will this project impact (during current school year only)?

How long will this item be used? How often will it be used?

Describe the item/project.

What is the goal (overall vision) and objective(s) (achievable outcomes) for this project?

How will this enrich the student's educational experience?

Are the benefits to the students short-term or long-term?

Describe any creative or innovative aspects. Is it unique to the school?

**PRIORITIZATION:** The PTO will review applications promptly after each deadline (applications submitted past the deadline will be considered during the next application review period). Applications will be prioritized using the GHPTO Grant Evaluation Rubric. Applicants will be notified of the PTO Board's decision. After December 1<sup>st</sup>, grant proposals not previously approved may be reconsidered depending on this year's budget.

**COST ESTIMATES:**

Describe the expected costs. Please include as much detail as possible including item name, model number, vendor(s), current item price, shipping costs, tax, installation fees, and any other factors contributing to the total cost of your request. Space for this information is provided on the next page.

Have other funding possibilities been investigated (District funding, outside grants, etc.)?

Would you be able to fund a portion from other sources? Yes  No  If yes, what is the minimum you would need from the PTO to make your project happen?

How will you be completing the purchase (having the PTO purchase from the vendor directly, tax-free or via reimbursement)?

**TIMELINE:**

When would the purchase be made?

When would you expect the item(s) to be delivered?

When will the students start seeing benefits?

**GRANT TERMS AND CONDITIONS:**

Items must be used in a classroom setting. Extracurricular activities and clubs are not eligible for this program. Requests must be for specific item(s) (not for gift cards, for example). Applicants can submit multiple grant applications, but each project must have its own application. Grants must benefit students in this academic year. The grant prioritization happens twice per year in August and December but grant applications will be funded throughout the year as money is available in the order prioritized by the PTO Board. Funding is dependent on the current cash position and on fundraising income.

The PTO Board has final approval on all applications, irrespective of the number of requests, funds available, or prioritization rubric score.

Grant funds will solely be used for the purpose outlined in the grant application. Grantee will provide receipts for all expenditures funded by the grant.

All items purchased with grant funding become property of Germantown Hills School District 69. Items may not be taken, sold, or removed without permission.

After students begin to benefit from the grant, grant recipients agree to submit a brief (one page) report to the PTO. The report will describe the project and the results. To increase our fundraising efforts, these reports will be used to celebrate, promote, and publicize the grant recipients and their efforts. Photos are encouraged to be submitted to be used on our website and in other marketing materials.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email completed form to [ghpto@ghills69.com](mailto:ghpto@ghills69.com) or return printed copy to the PTO mailbox in either office in an envelope marked "PTO Grant Application".

