

**PIONEER ELEMENTARY PTA
GRANT REQUEST FORM
2018-2019 School Year**

_____ is requesting funding.
(Please print your name)

A monetary grant in the amount of _____ Dollars (\$_____)

This grant is for the sole and express purpose of:

You must read the grant guidelines. All requests must go through Jenny Hayworth.

It is agreed that the grant funds will be spent for the stated purpose on or before: June 1st or the funds will be refunded to the Pioneer PTA. Any unused or unexpected funds will be refunded to the Pioneer PTA. The recipient will provide a complete accounting of the expenditure of the Grant funds to the Pioneer PTA.

Recipient agrees to maintain the above described property at Pioneer Elementary for a period of not less than 3 years from the date of purchase.

For Official Use Only – Please Do Not Print Below This Line

Credited Account: _____

PTA President

Date:

Pioneer Principal or Vice Principal

Date:

Pioneer Elementary PTA Grant Program 2018-2019

Do you have a great program or project idea that will help the students of Pioneer excel academically, socially, and emotionally, as well as develop and apply principles of ethical behavior, but need financial support?

The Board of Directors of the Pioneer PTA 3.6.28 can evaluate new grant requests at any board meeting throughout the year. The specific dates of when these meetings are held can be found on the PTA bulletin board near the front office, in the PTA resource packet provided at the beginning of the year, or in newsletters sent throughout the year.

About PTA Grants

The PTA Board will try to support the requests they feel best answer the following questions considerations:

- Is this project the best use of PTA funds, or are our funds more urgently needed elsewhere?
- Will this project solve an existing problem or meet a need that is not currently being met? (These grants are usually meant for projects outside of our existing PTA budget.)
- Do we have a clear idea how the project would work? (A timetable and details of any items to be purchased would be helpful.)

Any teacher, staff member, parent or student can submit a grant request to the Pioneer PTA. We will take requests for reading programs, outdoor classroom programs, equipment, and any other programs that would benefit our school. Download the Grant Request from the Pioneer PTA website, or pick up a copy from the Pioneer PTA area in the teachers' workroom. Complete the request using the guidelines below and return to the PTA drop box. Applicants are welcome to come to a PTA Board meeting to present their ideas. We meet the 2nd Tuesday of every month, in the library, at 4:10 pm. Grants under \$300 must be approved by PTA Board Executives, Principal, and 2 Pioneer Team Members. Grants requests of \$301 and above must be approved by general membership at the Pioneer PTA General Meeting.

Grant Guidelines

Grant recipients may request that the PTA write checks directly to vendors for grant related expenses, or we can reimburse your expenses when you submit receipts to us. Completed order forms, invoices or receipts may be left for the Treasurer in the PTA drop box.

Final Report: The PTA requires a report from each grant recipient before the end of the school year in which funds were used. We want to know how successful you feel the project was so that we can make better funding decisions in the future. If you can come to a PTA meeting to tell us how your project went, great! If not, a written report should be submitted to the PTA Board.

Books, software, and other permanent instructional materials and equipment purchased with PTA grants become property of Pioneer Elementary School.

For more detailed information about our PTA, date, and times, please visits
<http://www.mypioneerpta.org/>