

# Rippleside Elementary School PTO

## Grant Application

Applicant (Group and or person submitting request, need a name):

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Application Submission Date:

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Grade Level/Department:

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How many students will benefit from this grant?

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How will the project/materials benefit your curriculum/department?

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Briefly describe your project/program, and what sources you plan to use.

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Date of project/program \_\_\_\_\_

Please itemize cost below:

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Total amount requested (please be specific): \$ \_\_\_\_\_

Please check if you would consider a grant amount smaller than the requested amount. Checks to be made payable to: \_\_\_\_\_

(Please attach receipts if applicable).

**\*\*Prior approval is required before you purchase material to guarantee reimbursement.**

Please remember to turn in all receipts, even if the check is made payable to you. The PTO must have receipts for what is reimbursed. Upon approval of funding, you must use grant money by June 30 of the current school year or will NOT be reimbursed.

Deadlines for submitting requests are by the SECOND WEDNESDAY of the month. Keep in mind, we do NOT hold a meeting in the month of December.

Any requests submitted after deadline will be voted on at the next month's meeting.

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