

**STEM Launch Parent Teacher Organization (PTO)**

**Grant Request Form 2015-2016 Guidelines:**

1. Applicants should be a current school staff member or teacher or parent/legal guardian of current STEM Launch student(s). If there are multiple programs/projects proposed, a separate application must be filled out for each request.
2. Completed application forms can be submitted at any time and should be placed in the PTO mail box located in the main office of the school or emailed to [secretary@stemlaunchpto.org](mailto:secretary@stemlaunchpto.org)
3. Applications will be reviewed within 60 days of submission date.
  - a.) Requests under \$250 will be reviewed and decided upon by the STEM Launch PTO Executive Board and STEM Launch Principal.
  - b.) Requests over \$250 will be reviewed by the STEM Launch PTO Executive Board, STEM Launch Principal, and taken to a monthly PTO meeting, where a majority vote of the PTO members in attendance will determine decision.
4. Applicants will be notified of approval/denial within 30 days of final decision. Funds will be distributed upon receipt of a signed Grant Agreement Form.
5. If you are awarded a grant, you must sign a Grant Agreement Form and funds must be spent within 60 days of award or prior to the end of the current school year, whichever timeframe is shorter. Receipts supporting all distributed funds must be maintained and provided to the PTO.
6. A record of all applications and approvals will be kept with the STEM Launch PTO for a period of 3 years.
7. Grant funds will be approved and distributed until all budgeted grant funds have been allocated for a specific school year.
8. Additional information regarding Grant Request may be requested by the STEM Launch PTO during the evaluation process.
9. Questions can be directed to [secretary@stemlaunchpto.org](mailto:secretary@stemlaunchpto.org)

**Grant Application: Please fill out the form in its entirety.**

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

Grade Level/Department: \_\_\_\_\_

Contact Information (phone & email address): \_\_\_\_\_

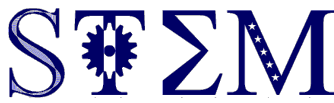
How many students in which grades will benefit from this grant? \_\_\_\_\_

Purpose of request (items needed): \_\_\_\_\_

Date funds are needed: \_\_\_\_\_

Need Addressed (describe the need): \_\_\_\_\_

**Parent Teacher Organization (PTO)  
Grant Request Form 2013-2014**



What purpose will this grant serve (what impact will this have): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you solicited funds for this purpose from another source? Do you have a matching gift? \_\_\_\_\_

Itemized Budget below (or attach budget outline):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total: \$ \_\_\_\_\_

*Please attach any supporting documentation for your request (i.e. photos of item(s), etc.)*

Checks to be made payable to:

\_\_\_\_\_

(Attach receipts if applicable.)

***\*\*Please remember to turn in all receipts after Grant Award, even if the check is made payable to you. The PTO must have receipts for what you purchased. All receipts/invoices should be submitted to the PTO Treasurer ([treasurer@stemlaunchpto.org](mailto:treasurer@stemlaunchpto.org) no later than 60 days after award date). If additional time is needed, the Executive Board will evaluate on a case by case basis.***

Signed by (name and title):

Date:

\_\_\_\_\_

\_\_\_\_\_

**For Committee Use Only**

Date Received:	Date Reviewed:

Review Committee: \_\_\_\_\_

Committee Response: \_\_\_\_\_

Amount Funded: \$ \_\_\_\_\_