

PTO Grant Request Form

Proposals may be for projects, activities, books, equipment or anything that enhances the academic lives of children at Mt. Royal Elementary/Middle School. While preference is given to proposals that offer school-wide access to students, teachers and/or parents are also encouraged to submit proposals that will benefit their individual classrooms or grade level. Principal Grotsky will do the first review of proposals for appropriateness and to determine if alternate funding sources are available. The PTO Executive Committee will then review requests. We look forward to hearing about your project. ***This is for items over \$100***

Grant Application:

Feel free to use a separate piece of paper to complete application/provide supporting documents

1. Name of individual or ground applying for grant: _____
2. Amount requested: _____
3. What is your timetable? By when do you need the funding? _____
4. Approximately how many students will benefit from this grant? _____
5. Which grade level(s) would benefit from this grant? _____
6. What subject/class would benefit from this grant? _____
7. Please write a brief summary of what your grant money will be used for. Include curriculum / school objectives this addresses. Who will benefit and for how long? _____

8. Please enter the name of the company this item(s) will be ordered from and include any other additional information that will help with matching up the invoice when it arrives at the business office if your grant is approved. _____

9. Please enter the date of the field trip or activity if this grant is not for an item that needs to be purchased. The deadline to purchase approved grants is (six weeks). *If it will be longer please state when money will be needed.* _____

Please return this completed form to the **PTO Mailbox** in the front office.

Questions can be submitted to mtroyalpto@gmail.com – Thank you!



MT. ROYAL ELEMENTARY/MIDDLE SCHOOL