

Parent ~ Teacher ~ Staff
Grant Request Procedures
Updated 08/17/09

To apply for a grant:

1. Any parent, teacher or staff of Washington School may apply for a grant by filling out the grant request form and turning it in to the school principal.
2. A grant is eligible for submittal only if: The Grant enhances or improves the curriculum, school safety or climate of Washington Elementary School.
3. Every grant request must be turned in by the Monday two weeks prior to the next scheduled PTO meeting to be eligible for a vote at next scheduled PTO meeting. This is to ensure that voting ballots can be prepared.
4. If additional information is needed about a specific grant the vote can be postponed to the next PTO meeting and not be vetoed.
5. The vote at the night of the PTO meeting is considered a FINAL vote on the current grant request.
6. A grant request may be submitted up to two times in one year.
7. A grant request must have **shipping charges** included.
8. Each *different* item requested, excluding items of the same type that can be grouped or several of the same type of thing, such as reference books, can be submitted on the same grant request form but all individual totals must be included.
9. Grant request form may be sent electronically to Assistant PTO Treasurer and copied to Principal.

Confirmation of a grant:

1. Confirmation from the assistant PTO Treasurer will be sent upon receipt of the grant request form.
2. A grant request must be used within 90 days of confirmation or the funds will be returned into the general grant fund.

Notification of grant status:

1. Notification from the assistant PTO Treasurer will be sent to the sponsor of the grant indicating :
 - A. If approved or not approved
 - B. Total dollar amount of grant approved OR not to exceed dollar amount of grant approved.
2. All approved grants (that are not consumables or a fee for an event) will remain the property of the Washington gifted program. The recipient has free use of the grant item until he/she leaves the gifted program.

Payment of grant request:

1. After purchasing grant item, requester may fill out PTO Reimbursement Form.
2. Treasurer will send check directly to requester.
3. If amount is needed prior to purchasing, requester may give PTO Treasurer Reimbursement Form with FINAL amount and a check can be issued to purchase the item or items PRIOR to ordering.
4. Please NOTE: **Tax will not be reimbursed.** Use tax exempt form when purchasing or placing order.
5. The grant **funds** approved must be used specifically for the grant **item** that was approved.
6. Only the grant funds approved will be reimbursed. If amount goes over original grant request and additional grant request must be presented to PTO for the additional amount.