

Bureau Valley Wyanet/Manlius PTO Grant Request Form

Proposals may be for projects, activities, books, equipment or anything that enhances the academic lives of children of Bureau Valley Wyanet/Manlius elementaries. While preference is given to proposals that offer school-wide access to students; teachers, students, and/or parents are also encouraged to submit proposals that will benefit their individual classrooms or grade level.

Please place your completed form in the PTO box in your respective school. Forms will be collected by a PTO officer in each building for upcoming meetings. PTO will then review requests and add them to upcoming meeting agendas for approval. Should approval be granted, then the grant must be paid for by contacting Stephanie Galassi, Samantha Klingenberg, or Carissa Kessel (checking account designators) and using the PTO Check Request Form.

Qualifications and Eligibility

- Any BVWME student, parent, teacher, staff or community member who is a member of the Bureau Valley Wyanet/Manlius PTO may submit an application. A student application must be co-sponsored by a BVS employee.
- Late applications will not be considered.
- If the request is identical or very similar to a previously funded project, prior success and ongoing need must be demonstrated.
- Technology funding and large equipment/ big ticket items are strongly urged to first be submitted to the BV Foundation and answer received before being submitted to PTO for consideration.
- **In order to assess each grant request fairly, the person or persons requesting the grant MUST be present at the PTO meeting at which the grant application is reviewed or it will not be considered or voted on. (If circumstances prevent said person from being present, prior agreement with PTO must be made)**
- Grants may be fully or partially funded, or not funded at all.
- Administration (Principal) notification box must be checked simply stating the administrator is aware the grant is being presented, this is not “grant approval”.

BVWME PTO Priorities

- Building a strong and positive school community that includes children, teachers, parents, and community members.
- Facilitating communication between parents and school.
- Complementing the school day experience with things like field trips, arts programs and playground equipment.
- Annual enrichment activities such as Family Nights, Parent Info Nights, and more!

***The PTO body in attendance will make all final decisions in regard to awarding grants.**

*** All requests must be approved by the PTO before purchases are made.**

DATE SUBMITTED:

SUBMITTED BY (INDIVIDUAL/GROUP):

***Must have a teacher signature for co-sponsor if it is a student requesting**

DESCRIBE PROJECT/ITEMS REQUESTED:

COST/DOLLAR AMOUNT REQUESTED:

SUBJECT AREA/GRADE LEVEL:

WHAT LEARNING/SCHOOL OBJECTIVES DOES THIS ADDRESS (WHO BENEFITS, HOW, AND FOR HOW LONG?):

WHAT IS YOUR TIMETABLE (BY WHEN DO YOU NEED THE FUNDING):

IF THERE IS ANYTHING ELSE YOU WOULD LIKE TO ADD, PLEASE FEEL FREE TO SUBMIT ADDITIONAL INFORMATION.

_____ ADMINISTRATION NOTIFIED OF GRANT REQUEST

DATE REVIEWED:

☐ APPROVED BY PTO

☐ DENIED BY PTO

Signature of PTO Officer _____

Revised 9/2021