

COMMUNITY GRANT REQUEST
Guidelines and Application Form
Greenwood PTA

For the 2018-19 school year, the PTA has designated a fund of \$2500 for Community Grants.

This money is available for small projects and materials that were not identified when the budget was constructed in the spring. The maximum amount of these grants is \$500. In the past, such funds have supported projects such as the "self-help" crossing flags at nearby intersections and cubby boxes for a classroom.

We encourage anyone with a small project to apply for funding. All members of the school community (parents, teachers, staff, and students) can apply for these grants. Proposals are accepted throughout the year, so long as funds remain in the community-grants "pot." All proposals are subject to approval by the PTA Board.

To make a request, answer the questions on the form below and submit it to a PTA president or treasurer at least one week before a board meeting. Board meetings are held monthly, and meeting dates are posted on the school's online calendar. We require that you submit the proposal in writing or electronically, as well as verbally, so there is a record of the proposal.

If your request is approved, we expect you to fulfill it in the current school year - typically funds are not held over for future school years. If you have a larger project or equipment request in mind, please contact a board member to learn about other funding options. Requests for a larger project generally involve a more detailed application and approval by the full PTA membership.

COMMUNITY GRANTS QUESTIONNAIRE

Your Name: _____ Date: _____

Your contact info (phone and/or email): _____

Project/equipment name: _____

Amount of your request: _____

Description of the project/equipment: _____

How will this project/equipment be used when complete? : _____

Which members of the school community will benefit directly from this project/equipment?

When are funds needed, and when will the project/equipment be in action/use?

Is there any other support or help needed besides funding?

If you have questions, please contact one of the PTA presidents or treasurers:

president@greenwoodpta.org

treasurer@greenwoodpta.org