



## Buffett Middle School PTO Grant Program Guidelines

The Buffet Magnet Center Middle School PTO is excited to start a new grant program that will enable our staff to purchase educational items to enrich our students. This year, the PTO has allocated funds in the 2018-19 budget to award grants to Buffett educators and/or staff. The purpose of the grant program is to encourage the implementation of new, innovative programs and/or technology that will enhance the education of current and future students of Buffett Magnet Middle School.

### Grant Guidelines:

- Grant applications are to be submitted to the PTO via the PTO mailbox any time until December 20th. The PTO board, along with Mr. CK, will review the grants on behalf of the membership and determine if it meets the criteria stated below. Please make sure you allow time for this process.
  
- All classroom instructors and support staff can apply for grants.
  
- The proposed purchase must be tied in with classroom educational outcomes and act as an educational resource for the students. All remaining materials will become property of Buffett Magnet Middle School.
  
- The Grant Committee will take into consideration the following items when reviewing grant applications:
  - The number of students/staff members the purchase will benefit
  - The educational value of the purchase and the length of time it will benefit Buffett
  - If the project will solve a problem or meet a need that is not currently being met;
  - If items should be funded by grant money or supplied by school system
  
- Teachers/educators are able to submit more than one grant request per year as long as the sum of their awarded requests does not exceed **\$250** per school year. Teachers may also combine their grants to purchase an item together as a grade level.
  
- All grants will be awarded on a first comeC first serve basis. Grant money requested must be spent during the current school year. Once the money is depleted, there will be no more grants issued for that current school year. In the event that all the grant money is not awarded this fiscal year, the remaining balance will be carried over for the next year's grant fund. All expenses must be submitted by April 30, 2019.
  
- No advance payments will be given. Reimbursements will be given with a completed PTO reimbursement form. Original receipts must be submitted within 30 days.

Thank you for all you do for our students!

# PTO Grant Application

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Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Date needed: \_\_\_\_\_

Have you requested money from another source? \_\_\_\_\_

Would partial funding be acceptable?    YES            NO

Describe requested resource: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe educational value and how you plan to fit it into your curriculum: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many students will benefit? \_\_\_\_\_ What grade level(s) will benefit? \_\_\_\_\_

Where will item(s) be kept? \_\_\_\_\_

Please attach any additional information to support your request. Items such as literature, photos, etc.

Only completed forms will be accepted. Please make a copy for your records.

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## PTO Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Request: Approved Denied Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Requestor notified on: (Date) \_\_\_\_\_ (by) \_\_\_\_\_ (via) \_\_\_\_\_

Item purchased on: \_\_\_\_\_ Reimbursed with check # \_\_\_\_\_