

# **Willard Orchard Hills Parent Teacher Organization**

## **Grant Policy**

The purpose of the WOHE Parent-Teacher Organization is, in part, to provide financial support in the areas of academics, school improvement and social activities that support the educational mission of Willard Orchard Hills.

In pursuit of this purpose the PTO makes grants to support a wide range of projects and purchases that will enhance the educational experience of WOHE students. Grants may be made for special equipment, software, library books, music and art projects and much more. PTO grants are not available, however, to fund regular classroom instruction, textbooks or other projects/purchases that fall under the School District's responsibility. The PTO strives to distribute funds equitably and generally desires to provide the greatest benefit to the largest number of students.

### **Who May Apply?**

Any teacher or staff member may apply for the PTO funds by using the grant process, provided that he or she demonstrates financial need.

### **How is the Request to be Made?**

Applicants for grants must submit a Grant Request, a copy of which is attached. Please deliver the requests to the designated mailbox in the Main Office.

### **What is the request Process Timeline?**

The PTO accepts grant requests throughout the academic school year. Requests must be received before the 2<sup>nd</sup> Tuesday of every month in order to be considered at that month's PTO Meeting. The last request for the school year will be in April. If a request is received after April's meeting, it will then be carried over to the next school year. Review of an individual request may extend over multiple meetings to determine if a presentation or a letter presenting the product or activity requested is needed. Grants are specific to the year in which they are requested, unless the grant applicant and the Board determine otherwise. Funds are to be spent within the school year of the request. Grant recipients will be required to

submit reports containing documentation of expenditures by the end of the school year. Grant recipients are also asked to report back to the PTO regarding the effectiveness of the expenditure. Recipients of the PTO grants are requested to acknowledge the PTO's support whenever possible.

Please note: The PTO will not reimburse expenditures made prior to the grant approval and notification.

Willard Orchard Hills Elementary School  
Parent Teacher Organization  
Request for PTO Funds

Today's Date \_\_\_\_\_

Name of the Person Requesting Funds \_\_\_\_\_

Date Funds are Needed By \_\_\_\_\_

Are you a member of WOHE PTO? \_\_\_\_\_

Grade Level Requesting the Funds:      K              1<sup>st</sup>              2<sup>nd</sup>              3<sup>rd</sup>              4<sup>th</sup>

Special Teachers      Staff      Administration

Please describe your request, & be specific as possible: \_\_\_\_\_

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Cost of the item or activity: \_\_\_\_\_

Are you requesting funds from any other source? And/or Have you researched product or activity for alternative costs? \_\_\_\_\_

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Why this item or activity is not covered in the School's budget? \_\_\_\_\_

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How many students will be affected by this request? \_\_\_\_\_

Have you made a request in the past and was it granted? \_\_\_\_\_ If so, what was the item and the dollar amount? \_\_\_\_\_

What are the educational benefits of this item or activity? How will the students benefit from this request? Will it enrich their existing curriculum? \_\_\_\_\_

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Additional information: \_\_\_\_\_

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Please answer the questions thoroughly. The meetings are normally every 2<sup>nd</sup> Tuesday of the month at 6:00 P.M. Each request will try to be brought before the PTO members next meeting. Please deposit this request in the PTO box located in the Main Office.

We will be in contact with you as soon possible regarding the status of this request.