



# Bedminster PTO Grant Application 2019-2020



The Parent Teacher Organization (PTO) at Bedminster School is an organization of parents, teachers, administration and community members who, through their commitment of time and resources, work to enhance Bedminster School's learning environment for all the students.

**\*\*Please remember that all grant applications are reviewed at the PTO Board meetings ONCE a month**

## **Teacher Grant Application Procedure:**

- This form is designed for ALL GRANTS (class, grade level and grade level assembly)
- All completed applications must be reviewed and approved by administration before coming to the PTO Board. The PTO will subsequently review for potential funding.
- Grant applications may be submitted at any time during the school year with a final submission deadline of June 3, 2020.
- Upon review by the PTO Executive Board, the requesting Teacher/Department/Grade may be asked to present the request to the PTO Membership for review/approval.
- Items granted by the PTO are gifts to Bedminster Township School and shall remain resident in the school.



Please Note: the PTO does not provide grants to support the individuals, political causes, candidates, or organizations whose primary purpose is to influence legislation; or religious organizations.

# TEACHER REQUEST -- STEP 1

- Requesting Teacher/Department/Grade: \_\_\_\_\_
- Please check the Grant Type below:
  - Class Grant: \_\_\_\_\_
  - Grade Level Grant: \_\_\_\_\_
  - Grade Level Program/In-school: \_\_\_\_\_

**Nature of Item/Project/Program:** Attach item description information, as well as a picture of the requested item from website, if applicable. Please include **ALL** information required for ordering; including company name, website, item number/IBSN number, price, shipping information and quantity requested.

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**Item/Project/Program Objectives and Background:** Explain below, and/or attach additional information, detailing the item/project/program and how the it relates to the curriculum.

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Requested Funding Amount: \$ \_\_\_\_\_  
*(Please ensure that all costs, including shipping and handling, are included in the requested funding)*

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT TO ADMINISTRATION FOR APPROVAL**

**ADMINISTRATION APPROVAL -- STEP 2**

1. Approval for the item/project/program has been given by administration: \_\_\_\_YES \_\_\_\_NO

Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent approval: \_\_\_\_\_ Date: \_\_\_\_\_

2. Total amount for PTO consideration: \_\_\_\_\_

3. Funding from administration has been: \_\_\_\_ Approved \_\_\_\_ Denied

Funding from the Administration/BOE has been partially approved in the amount: \$\_\_\_\_\_

**Comments/Notes to PTO:**

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**PTO APPROVAL -- STEP 3**

The grant submitted for consideration has: \_\_\_\_\_ been approved \_\_\_\_not been approved.

Amount approved not to exceed: \$\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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**TEACHER/DEPARTMENT: THE PTO WILL NOTIFY YOU AS TO WHETHER OR NOT YOUR GRANT REQUEST HAS BEEN APPROVED. IF APPROVED, PLEASE ORDER YOUR REQUESTED ITEMS AND SUBMIT INVOICE/RECEIPT TO THE PTO TREASURER, RALPH WOJTECH EITHER BY WAY OF THE PTO MAILBOX IN THE MAIN OFFICE OR MY EMAIL [RBW5611@yahoo.com](mailto:RBW5611@yahoo.com)**