



## FAMILY EVENT GRANT APPLY TODAY

Any individual, group of individuals, or student project may apply for a grant that contributes to the building of community by uniting students and caregivers at Noble Crossing Elementary. Funding is available from the PTO on a first come, first serve basis. Student projects must have the sponsorship of a staff member and the staff member must monitor the project to completion. Completed applications are to be submitted to Mrs. Cook for signature before submitting to PTO. Proposals will be reviewed during a PTO meeting, during which applicants may do a brief presentation (approximately 5 minutes) of their proposal. Applicants will be notified by e-mail regarding the grant's approval status. The email will include instructions for purchase. In most cases, the PTO treasurer will make the purchase to utilize the organization's tax-exemption status.

### Not Eligible for Funding

- Personal expenses, i.e., travel, clothing, tuition.
- Monetary Incentives of any kind.
- General technology equipment already available at school such as computers.
- Projects eligible for school system or state funding. Please check with your principal regarding possible funding sources.

### Maximum Funding Awards

- Events impacting a single classroom will receive a maximum of \$50.
- Events impacting an entire grade level will receive a maximum of \$250.
- Events impacting more than one grade level will be evaluated on a case by case basis.

### Follow-Up Requirements

Upon notification of acceptance of your grant, you must:

- Provide a photograph and brief write-up about how the funds were used within 2 weeks of completion of your event to PTO c/o Lindsay Schmitt ([president@noblecrossingpto.com](mailto:president@noblecrossingpto.com))
- Be willing to share feedback about your project at a PTO meeting if asked and fits into your schedule.
- Label all purchased supplies with "Purchased by PTO label". Clearly express to students and family members who attend your event that supplies, food items, etc. were purchased through the generosity of their PTO.

Questions can be addressed to Lindsay Schmitt at [lindsay@noblecrossingpto.com](mailto:lindsay@noblecrossingpto.com).

**Thank You!**



## GRANT APPLICATION

*Funding is available on a first come, first serve basis.*

Your Name: \_\_\_\_\_ Grade or Dept: \_\_\_\_\_

Project Title: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Desired Project Start Date: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

Number of students impacted this school year: \_\_\_\_\_

Is the project or the materials used for the project repeatable future years? \_\_\_\_\_

Description of project. Attach description if more space is needed.

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**Attach a list of items to be purchased with funds. Please include vendor's name of item, vendor (web link preferred or can be sent later), price, and quantity.**

*By accepting grant money from the PTO, the recipient agrees to provide a photograph and a brief summary about the program/ project being funded or the supplies being purchased. This is to be forwarded to Lindsay Schmitt (president@noblecrossingpto.com) within two weeks of completion of the program/ project or the supplies being put into use.*

Applicant's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

**Please submit signed applications to the PTO mailbox. Thank You!**