

SAMPLE GRANT PROCESS

Applications for 20xx-20xx

Thank you for applying for a PTCO grant. We will try to award as many grants as our funds allow, and after the successful magazine sale, that should be a lot!

Please complete the application and return it to the PTCO. **Initial applications are due Nov 1, right after fall break.** Grant awards will be made by mid-November. Additional requests will be reviewed later in the year if PTCO funds are still available.

The PTCO applications address the following four types of requests:

1. Purchases – for the one time purchase of specific items needed for classroom and extra-curricula activities. If the item(s) is not a unique item such as a specific software program or set of books, please submit at least two competitive bids with the application.
2. Student or Faculty Training Programs – for costs such as tuition, supplies/equipment, refreshments, speakers, etc.
3. Elective Course Support – for ongoing support of established elective curricula. These funds will generally cover the costs of student materials.
4. Capital Improvements – for the purchase of permanent fixed building improvements, i.e., blinds, sound systems, security cameras, etc. These applications must include bids that follow the Cherry Creek School District approved bid process.

ALL FUNDS MUST BE SPENT BY _____. If they are not spent, the funds will stay in the PTCO bank account for some later use. If you have any questions regarding the application process, please contact the PTCO Treasurer. Also, please remember that the Cherry Creek School Foundation may be another source of funds. Again, thank you for your interest and application.

Grant Request

Applicant:

Request: _____

Amount requested: _____

Description of Program:

How will this enhance or improve student performance?

Evaluation/Results:

Has this request been previously funded? _____

If yes, who funded it previously?

Applicant's Signature

Date

If grant not expended as awarded funds are to be: ___ returned to PTO and reallocated, or
___ Retained by school for future use to be determined by Principal.

Approved by:

Date