**East Hanover Elementary School PTO Educational Mini-Grant/Macro-Grant Program Application**

**Submit proposals in one of two ways:**

1. On paper (blank grant forms are located in PTO mailbox in school office): complete form and return to mailbox. You must notify the Principal or PTO President that your proposal has been submitted.
2. On-line: download grant form from www.ldsd.org, then select East Hanover from “choose a school” tab, and then click on PTO. Fill out the form, save it, and attach it to an email. Email it to the Principal or the PTO President.

**Mini-Grant Guidelines:**

1. Any PTO member may submit a mini-grant application at any time during the school year. This “sponsor” may withdraw his/her application at any point in the process for any reason.
2. Mini-grants are available to fund projects up to and including $250. A set amount as determined by the annual PTO budget is available in total for mini- grants.
3. Applications received at least 1 week prior to a regular PTO meeting would be voted on by the executive board prior to the meeting. The board may vote to approve, deny, or propose a revision to the grant idea.

**Macro-Grant Guidelines:**
All items above would apply also to the macro-grant proposal with the following exceptions:

1. Macro-grants would be considered to fund projects over $250.
2. There would be no set budget for macro-grants, but available funds would come from a budgetary surplus, if any.
3. Applications may be submitted at any time throughout the year.
4. The executive board would consider macro-grant applications to assess whether funds exist to cover the amount requested, and whether the project supports the vision of the PTO. The board would use these criteria to approve or deny or post-pone the application.

**East Hanover Elementary School PTO**

**Educational Mini-Grant/Macro-Grant Program Application**

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor’s Name |  | Date |  |
| Grade/Department |  | Phone Number/ E-mail |  |
| Proposal Title |  |

|  |  |
| --- | --- |
| Project Description |  |
| Justification(Benefit to Students) |  |
| RequiredEquipment/Supplies |  |
| Other Potential Funding Sources |  |
| Time Constraint\* |  |
| Amount Requested (Itemize as appropriate) |  |
|  | Total Request |  |

\*Time constraint is optional, but please indicate if funds must be provided by a certain date.