

Largo Middle School PTSA 2017-2018 PTSA Grant Application

PTSA Grant Application & Payment Instructions

Grant funds are available to support school and classroom activities that align with PTA values. We encourage teachers to apply for grants where the funds will be used to directly impact children and align with PTA's mission to make ***every child's potential*** a reality.

- All grants must be approved by the PTSA prior to making a purchase or placing an order. ***Expenses incurred without prior approval do not qualify.***
- The deadlines for submitting requests are the 3rd Monday of each month. All submitted grants will be reviewed by the PTSA the 3rd Tuesday of each month.
- You must be a member of the Largo Middle School PTSA to request a grant.
- Grant requests may not exceed \$100 per teacher, but departments may “pool” individual grants to make larger purchases.
- There is a total of \$2,000 this school year set aside for these PTSA grants.

Grant Application Instructions and Approval Process:

- Grant Application Forms are available in the LMS office and on website.
- Complete the application in its entirety.
- Place the completed application in the PTSA mailbox in the main office.
- Within a week of the review date you will receive notification informing you of the decision of the PTSA Grant Committee.

Approved Grant Payment Instructions:

Complete and place the following three items in the PTSA mailbox:

- Copy of your *approved PTSA Grant Application*
- Receipt(s) showing the amount that you are to be reimbursed (reimbursement amount cannot exceed \$100)
- Completed *Check Request Form*

A PTSA reimbursement check will be placed in your mailbox in approximately 1-2 weeks.

Thanks for being a member of PTSA and helping our children to meet their potential!!

Largo Middle School PTSA Grant Application Form 2017-2018

Applicant(s): _____ Date: _____

E-mail: _____ Phone: _____

Benefiting group:

(Indicate class, classroom subject, team, grade-level, department and/or entire school)

Benefit period:

(Quarter, semester, entire school year, subsequent school years)

Classification of request:

(Curriculum enhancement, equipment, supplies, field trip, family involvement)

Description of request and implementation plan: (continue on back if necessary)

Amount(s) Requested:

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ Total

This section to be completed by the PTSA President and Treasurer.

Total or partial amount approved: \$ _____

Comments: _____

PTSA President Signature: _____

PTSA Treasurer Signature: _____