



St. Augustine High School PTO GRANT APPLICATION FORM

The SAHS PTO Board of Directors is pleased to announce the availability of funding for a variety of curricular, equipment, professional development, and other classroom needs. The PTO encourages each Academic Department Team (Math, English, Science and Social Studies), Elective and Academy Areas (Art, P.E., Music, Drama, IT, AVID, AICE, ROTC, Aerospace, Law and Teaching Academies) and other resource faculty (ESE, Media Center, Guidance, etc.) to submit requests for funding. **Two sign-offs are needed: one by your department head and then Dr. Graham will sign off on all grants for final approval.** Preference will be given to grant requests that will **benefit a majority of students.**

To apply for funding, please complete the application form and submit it via email (after approvals have been received) thehivepto@gmail.com or you may also leave a hard copy in the PTO Box in the front office.

Applicants are asked to present their requests at the next PTO Meeting on October 11 at 6pm. Applications will be voted on by the SAHS PTO Board of Directors and PTO Members. Upon approval, funds will be available immediately and should be expended no later than May 1, 2022.

Please note: The PTO is unable to fund items purchased prior to submitting the request and receiving appropriate approval.

Name: _____

Subject/Elective: _____

Email Address: _____

Phone Number: _____

Amount Requested: _____

Please provide a brief overview/description of request:

- How funds will be used?
- How will the grant positively impact educational experiences for students?
- How many students will be impacted?
- Are other funds available to put towards this funding request (through Academy funding or school funding)? If yes, please list amounts.
- Has this project ever been implemented or funded by another grant? If so, what were the outcomes?
- Attach any supporting materials or other documentation. Please include Itemized costs.

Lined area for writing the request overview. The page features a large, semi-transparent watermark in the background that reads "THE ALGUTS TJMS SCHOOLS" around a central logo. The logo is a yellow shield with a black border, containing a cartoon bee wearing a yellow and black striped shirt and a yellow and black striped hat. Above the bee, the words "JACKET PRIDE" are written in a curved, black font. Below the bee are five black stars. The watermark text is in a stylized, red-outlined font.

Signature: _____ Date: _____

- Project Manager will coordinate the purchases of all items requested and should maintain a ledger that contains a record of all items and cost per item.
- No gift cards will be allowed.
- Reimbursements will be allowed with receipts only for items requested in the Grant application and preapproved.
- Appointments can be made with the PTO Treasurer to make purchases with the PTO debit card (have items ready in a wishlist or shopping cart) by emailing thehivepto@gmail.com.

Department Head Approval: _____ Date: _____

Dr. Graham Approval: _____ Date: _____