

PTO PROJECT APPLICATION

Proposal Name: _____

Key Contact Name: _____ Phone: _____

Email: _____ School: _____

Names of other individuals/entities involved: _____

Proposal Summary: _____

Total Amount Requested: \$ _____ Overall Project Budget: \$ _____

List any other sources of support (cash or in-kind) for the project: _____

Recipient Responsibilities:

Please initial each item below showing you have read and agree to each responsibility.

_____ Keep accurate records of receipts

_____ Provide follow-up documentation of grant implementation

_____ Be willing to share results with other Clayton PTOs

_____ Communicate with principal and the Board of Education about the project

Proposal Narrative:

Please attach your proposal narrative and fund-raising plans to the application. The narrative must include all requested information in order to be considered. Be specific about the materials or resources needed, including estimated costs and total.

In the narrative, please address the following in the order presented:

- Initiative description, timeline and implementation plan.
- Who is the target audience and how many students are projected to be served?
- What are the required resources or material costs (be specific)?
- If this will be an ongoing initiative with reoccurring costs, address how the program will continue once the initial money has been used.

Signature

Principal/Administrator Signature