

# MEMORANDUM

TO: Greensview Teachers and Staff

FROM: Greensview PTO Executive Board

DATE: August 17, 2018

RE: Mini-Grant Requests

Each year the PTO raises money to purchase items, services and programs which enhance the learning experience of our children and the environment of our school. This year we would like to officially kick off a program that would allow you to provide your input regarding any additional items and/or programs that you feel would benefit our students/school. If you have a request for allocation of funds, please complete the attached Greensview PTO Mini-Grant Request Form. We ask that you be as specific as possible by answering each question completely and attaching any additional documentation. Please keep in mind that the main objective of this process is to promote the educational well-being of our students by providing a superior learning environment.

We welcome any ideas and will seriously consider any application. The initial deadline for submitting your request is Friday, October 14th. We will consider additional proposals on a monthly basis and request them by the 2nd Friday of each month. Our goal is to review each proposal and have an answer by the end of each month so we can present the proposal at the following PTO meeting for additional review and vote if appropriate. All applications are considered based on curriculum considerations and other needs as appropriate. Please place this application and any necessary documentation in the PTO mailbox located in the school office. The completed form may also be emailed to PTO Presidents, Julie Kolibash and Jamie Meyers, at [greensviewempto@gmail.com](mailto:greensviewempto@gmail.com).

We appreciate your in-put and will respond to your request as soon as possible!

Please return to [greensviewempto@gmail.com](mailto:greensviewempto@gmail.com) or place in the PTO mailbox.

Greensview Mini-Grant Request Application

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1. Please describe in detail the purpose of the product/program being requested. Also, include the price and any other pertinent information needed to fully understand your proposed idea.
  
2. Please indicate the number of students who will benefit from this proposal.
  
3. Please describe the involvement of other teachers or staff.
  
4. Please list any equipment or materials that will be available for on-going use as a result of this project.
  
5. Describe the short and long term benefits of this product/program.
  
6. Has this request been considered in previous years? If yes, please explain.
  
7. Additional details/comments: