

KIS HS PTO MINI-GRANT APPLICATION

2018-2019

1. Student's Name, Grade/ Department, Contact Info:

Name: _____

Grade: _____

Email: _____

Phone: _____

2. Name of Club or Classroom Project:

3. Name of supervising teacher:

4. Number of students that will benefit from this club or class project:

5. When will this project be implemented (or ongoing)

6. What is the budget for this program or project?

*If you plan to purchase the items for your project, complete the vendor section on page 2.

7. Have you requested funds from the school budget via the business administrator?

*If yes, please provide details.

8. Have you received/applied for support from any other organization?

9. Goals:

*Please write a brief, but explicit, summary of your event, project, or purchase including a description of usage of the grant and planned outcomes expected. If you need extra space to write, attach a sheet of paper.

* Thank you for applying and good luck on all your projects!



VENDOR/ SUPPLIER INFORMATION

1. IF APPROVED (Check applicable purchasing option and complete the vendor section):

I will purchase the item(s) and keep receipts to submit for reimbursement.

*After notified of approval, PTO Treasurer will transfer approved amount of money to the bank account you provide.

I will complete the order form(copy attached) for payment directly to the vendor by KIS HS PTO.

2. Vendor/Supplier

Name	
Address	
Phone	
Email	
website	

3. Cost Details (continue on a separate sheet of paper if necessary):

Item No.	Item(s) Requested	Cost of Item(s)	Shipping (if applicable)	Total Cost
1				
2				
3				
Total Cost				

For KIS HS PTO USE ONLY

1. Date Received: _____

2. Action: Approved Not Approved Deferred

3. Remarks or Comments:

4. Date Approved: _____

5. Signature of PTO Treasurer: _____