

The PTO funds are raised thanks to the generosity, and based on the various, many contributions of parents, teachers and friends of AISB.

We would like all AISB students to benefit from the proceeds of the events that the PTO organizes.

Our goal is to provide parents, teachers and students with financial support so they can design and implement quality programs and projects that will enhance the educational experience of all students throughout the school year.

Who can request a Grant: Any teacher, staff member, parent or student can submit a PTO grant request.

Procedure: Grant applications must be submitted using guidelines and requirements below, and the **AISB PTO Educational Grant Application Form 2018 – 2019** on the following page. Completed and signed applications should be delivered to PTO Treasurer Despina Szavuj by email, at despina@ines.ro or in person.

Application deadline for the 2018-2019 school year is: Every last day of the month.

The PTO Executive Committee will evaluate each grant application. The final decision will be announced in the next General PTO Meeting (every first Thursday of the month).

Guidelines and Requirements:

Points to address in your Grant Proposal Request:

1. Project and its goals should be clearly laid out and should include the objective, method of implementation/presentation, who will implement the project, the time frame and any other information that you think will help the committee understand your proposal
2. Explain how your proposal benefits the students and complements the curriculum
3. Detail your budget request. Include specific information such as kinds of materials and equipment needed, amounts, prices, and related costs. Supporting documentation may be requested.
4. Can the material be used again in the future and /or shared with other teachers?
5. Are there similar materials currently available? If so, why do they need to be supplemented or replaced?
6. Is grant supplementing existing funds?
7. Additional information/comments.

Other Requirements:

Receipts and project after-report should be completed on any project that receives grant money by the end of the school year. If the money was used to purchase equipment or materials, the report should include where the property is located or stored.

If you have any questions, please contact PTO treasurer Despina Szavuj at: 074-202-9525, despina@ines.ro.



AISB PTO Educational Grant Application Form 2018 - 2019

GRANT # (for PTO only)

Project Title:

Applicant's name:

Circle appropriate one: Parent Staff Student

Applicant's phone and email:

Signature of applicant:

(or of adult involved in the project if submitted by a student)
(indicates that guidelines and requirements for grant proposal have been read)

Amount Requested: _____

Please answer all the questions mentioned on the information page under 'Points to address in your Grant Proposal Request' on a separate page and add this to your application.

Date received by the PTO: _____

Approved/Denied by PTO Executive Committee

Signature PTO Executive: _____

Comments:

Date approved/ denied: _____

Amount approved: _____