

GRANT REQUEST INFORMATION

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 2020-2021** on the following page. Completed and signed applications should be delivered by email to the PTO Treasurer ptotreasurer@goaisb.ro AND also sent in cc to the PTO general email address pto@goaisb.ro. Originals can be placed in the PTO mailbox located outside the PTO office directly behind the cafe. If the applicant is a student, the project must be approved and signed by the teacher as well and the application form must to be sent to the teacher in cc.

Application deadline for the 2020-2021 school year is: Every last day of the month.

The PTO Executive Committee will evaluate each grant application. The final decision will be communicated to the applicant by email and in the following General PTO Meeting.

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 to 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 the grant supplementing existing funds?
7. Additional information/comments.

Additional Requirements:

1. All expenses require a receipt. In order to be reimbursed, the invoices have to be addressed to AISB as below:
The American International School of Bucharest LLC
Filiala din Romania
Pipera-Tunari Nr. 196, Voluntari, Ilfov 077190
CIF 12460266
2. After the event a report has to be sent to ptotreasurer@goaisb.ro AND pto@goaisb.ro no later than one month after the event. The report must include: all receipts, a detailed list of expenses, photos, brief summary of the event.
3. If the money was used to purchase equipment or materials, the report should include where the property is located or stored.
4. When promoting the event or writing about the event (before AND after), it needs to be mentioned that the project was fully or partly funded with PTO grants.

If you have any questions, please contact PTO treasurer ptotreasurer@goaisb.ro or PTO president at pto@goaisb.ro



AISB PTO Educational Grant Application Form 2020-2021

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)

Name and Signature of the teacher: (if the applicant is a student)

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: _____