



# Lawrence Elementary PTO Grant Request Form

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Submitted by:</b><br>(Individual/Group)                                                                                                                         |                                                                              |
| <b>Describe the project/item(s) to be purchased:</b>                                                                                                               |                                                                              |
|                                                                                                                                                                    |                                                                              |
| <b>What learning or school objectives does this purchase address?</b><br>Who benefits? How? When? For how long?                                                    |                                                                              |
|                                                                                                                                                                    |                                                                              |
| <b>Total Cost:</b><br>Dollar Amount Requested                                                                                                                      |                                                                              |
| <b>Cost Breakdown</b><br>Provide an itemized list of materials requested, with links to purchase products.                                                         |                                                                              |
| <b>Purchasing Preference</b>                                                                                                                                       | <input type="checkbox"/> PTO Purchase <input type="checkbox"/> Reimbursement |
| <b>Are these funds available in your classroom/committee PTO account?</b>                                                                                          |                                                                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                           |                                                                              |
| <b>If you replied yes, and have money in your PTO account, what are your plans for those funds?</b>                                                                |                                                                              |
|                                                                                                                                                                    |                                                                              |
| <b>Will this request help offset costs for Labrador Families?</b><br><i>If yes, please specify the amount.</i>                                                     |                                                                              |
| <input type="checkbox"/> Yes (Cost Offset \$_____) <input type="checkbox"/> No                                                                                     |                                                                              |
| <b>Signature of Requestor(s)</b>                                                                                                                                   |                                                                              |
| By signing this document, you are acknowledging that you have read and understood the <a href="#">Grant Request Information</a> as outlined on our school website. |                                                                              |



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Info on the website:

Grant requests may be for projects, activities, books, equipment, or anything that enhances the academic lives of the students at Lawrence Elementary School. While preference is given to proposals for activities and/or resources that impact students school-wide, teachers and/or parents can submit proposals that will benefit their individual classrooms or grade level. Please note that staff will be asked to utilize classroom PTO funds already in place before requesting additional funding. Additionally, staff members can submit grant requests to offset costs of field trips or class parties for Labrador families; however, staff are asked to limit these types of requests to \$5/student.

Given that the PTO has a set grant budget, we ask that grant requests do not exceed ~\$250 per project or class so that a broad variety and number of projects can be funded this year. Grant request items must not be purchased in advance; items should be purchased after the grant request is approved by the PTO. Please indicate on the grant request form whether you prefer that the PTO purchase your items for you, or whether you prefer to purchase your items and submit receipts for reimbursement.

Please email your completed grant request form to our PTO President at [lawrenceptoprez@gmail.com](mailto:lawrenceptoprez@gmail.com) for consideration by the Lawrence Elementary PTO Board. Grants will be reviewed on the second and fourth Wednesday of each month. Please submit your requests for consideration by Sunday at 9 pm, prior to the aforementioned dates.