

**Gurnee District 56
Parent Teacher
Organization**

3706 Florida Avenue
Gurnee, IL 60031

www.d56pto.org

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**Gurnee School District 56 PTO
Teacher / Staff Grant Request Form**

The PTO will be collecting grant proposals throughout the year. Proposals may be for projects, activities, books, equipment or anything that enhances the academic lives of children in our district. Proposals may be submitted by teachers, parents, administrators or other district staff members.

Please complete the form and submit to your school's Principal for review of content, appropriateness and to determine if alternate funding sources are available. The completed forms should be submitted to a PTO Board Member or left in the PTO Mailbox at the District Office.

Requests will be reviewed monthly at PTO Board Meetings. Allow 4 to 8 weeks for review and disposition.

Requested By: _____ **School:** _____

Amount Requested: \$ _____ (Attached supporting documentation, i.e, quote, website)

When do you need the funding? _____

Describe Project / Item to be Purchased: Attached additional pages if necessary.

What Learning / School Objectives does this Address (who benefits, how and for how long?) Attach additional pages if necessary.

This Section to be completed by a District Principal or Administrator

- 1. I support the need for the project / item requested? Yes / No
- 2. Is an alternate funding source available for this request? Yes / No
- 3. Are funds available in your School PTO Account to cover this request? Yes / No

If you answered yes to Question 2 or 3, please explain why PTO Grant Funds are necessary.

Principal Signature _____

Date: _____