

***PTO Grants for Special Projects  
Committee Guidelines***

**PURPOSE:** The purpose of the Grants for Special Projects Committee is to facilitate and recommend PTO funding of special items or projects throughout the school year.

The Committee (ideally) will consist of one parent from each grade level, 2-3 teachers, one PTO Executive Board Member and a school administrator, who will act in an advisory capacity.

1. Any teacher, parent or student of Desmares may submit a written application for consideration. Verbal requests shall not be considered.
2. Applications shall be put in the Desmares Principal's mailbox for review and approval. Any hardcopy attachments should be stapled to this application.
3. Applications approved by the Desmares Principal along with any attachments that were received will be sent to the attention of the PTO GRANTS for SPECIAL PROJECTS COMMITTEE.

Applications denied by the Desmares Principal will be returned to the originator explaining why the grant was denied.

4. The Committee chairperson will present the application to the Grants Committee via email for review.
5. For applications of \$500 or less the Committee shall:
  - a. Review the application.
  - b. Vote to approve, deny or modify the request.
  - c. The chairperson will sign the application indicating the Committee's decision and notify the applicant of the decision.
6. For applications greater than \$500 the Committee shall:
  - a. Review the application
  - b. Vote to approve, deny or modify the request.
  - c. If approved, the Committee chairperson shall present the recommendations at the next monthly PTO meeting. The members present shall then vote to accept or reject the application.
  - d. The Committee chairperson and the PTO President will sign the application indicating the decision of the membership and the Executive Board.
7. The Committee chairperson will notify the originator of the Committee's decision.
8. All Committee recommendations will be reported at the monthly PTO meetings.
9. For approved applications, the originator shall be responsible for making or arranging the purchase. The PTO can be invoiced directly or the originator can be reimbursed. Payment arrangements should be discussed with the PTO Treasurer.
10. The Committee reserves the right to rescind any approvals if purchases are not made within 30 days of application approval.
11. The awardees of all grants over \$500 and all other grants deemed appropriate, will be asked by the Committee chairperson to complete a 'Grants for Special Projects Evaluation' form. The timeframe in which this form will be requested to be completed will be based on the grant itself and when the awardee obtains the purchase.