



## **PTSO Grant Program**

**We're glad you are here!**

The PTSO Board approved the creation of a grant program fund. The size of the fund and the allocation of the fund will be based on fundraising results during any given school year and on the use of a standardized procedure and application, described below.

Procedures for Application:

### **1. Discuss request with Department Chair and then with assigned Senior Administrator**

Since the PTSO is not involved with the day to day operations of the school, these two preliminary discussions will ensure the appropriateness of the request, ensure that there isn't a more cost effective way to procure the item(s), and ensure that there isn't already a reasonable process in place for obtaining the request through existing school resources.

### **2. Access the Grant Application**

The grant application is on the main page of the PTSO website: [www.emptso.org](http://www.emptso.org). It is a Google Form.

### **3. Complete the Grant Application**

Completion of the Google Form will automatically send your request to the PTSO. The PTSO will email you back letting you know we received your request, what additional questions we may have, and a potential timeline for our response.

### **4. If Funds Can Be Distributed:**

The PTSO will work with the applicant to determine whether the PTSO will pay for the request directly to the vendor or whether PTSO will reimburse the applicant for their personal expenditures.

**Any questions? Email the PTSO at [info@emptso.org](mailto:info@emptso.org).**