



# SVS PTO 2017/18 SCHOOL YEAR Grant Request Form



To: All SVS Activity, Club and Event Chairpersons  
 From: Paula Conway, Michelle Frankland, Julie King, Daphne Parker  
 RE: Requests for Funding from the SVS PTO

The SVS PTO’s mission is to ensure every student in grades 6-12 has the opportunity to enhance their education through after school activities, clubs and events. One of the ways we support this mission is by raising funds throughout the school year and fulfilling grants to support SVS activities, clubs and events. To submit a request for funds please fill out the form below and return to the SVS PTO via email at [info@svspto.org](mailto:info@svspto.org). Requests should be submitted a minimum of two business days in advance of the next scheduled SVS PTO meeting. Please be mindful of the following when submitting a request:

- 1) Requests for funding will be addressed on a first come, first serve basis.
- 2) All requests will be voted on at the next regularly scheduled SVS PTO meeting.
- 3) Receipts must be submitted within 30 days of the date on which they are received.
- 4) Requests for reimbursement must be submitted on the “SVS PTO Reimbursement Form” available on [svspto.org](http://svspto.org).

----- **Please Provide the Following Information for Each Request** -----

<i>1) Your name:</i>	
<i>2) Your role at SVS:</i>	
<i>3) Your email address:</i>	
<i>4) Brief description of the activity, club or event you represent:</i>	
<i>5) Total cost of this activity or event:</i>	
<i>6) Funds requested from SVS PTO (dollar amount):</i>	
<i>7) Description of how SVS PTO funds will be used:</i>	
<i>8) Source of funds for the difference between the amount requested and total funds needed:</i>	
<i>9) Date SVS PTO contribution is needed:</i>	
<i>10) If revenue will be generated by this initiative, where will the excess funds go?</i>	
<i>11) Additional comments:</i>	



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Signature of Requestor

\_\_\_\_\_  
Date (mm/dd/yyyy)