

**The Auburn Village School  
PTA Teacher Membership Financial Grant**



# Sponsored by The AVS PTA

## **What happens after we apply?**

After the request for funding is received, it will be reviewed during the next monthly AVS PTA meeting. The nature of the project, program or activity will be discussed to ascertain the greatest benefit that can be achieved by the largest number of students. The PTA will discuss your request in open format. The PTA Teacher Member who is requesting funding, may at their discretion, attend the meeting in order to answer questions regarding the request.

There will be a maximum time of 10 minutes allotted for discussion, per grant request. That time may be extended at the PTA President's discretion. Following group discussion, the request for funding will be voted upon. A majority vote is needed to approve the request. The outcome of the vote will be communicated to the "PTA Teacher Member", if not already in attendance, through the administration present within 48 hours after the conclusion of the PTA meeting.

## **How long do we have to wait until we receive our funding?**

Regarding the timeframe for receiving the funding, PTA teacher members must specify the dates when the project, program, or activity is intended to be carried out within the current school year. The funding requirements should also be indicated in the application, allowing the PTA Treasurer to ensure timely disbursement of funds to support the event upon approval.

## **What if our request is not granted? Can we reapply?**

If a request is not approved, written notice will be provided by the PTA. Such notice will describe the reasons for denial. A "denied" application may be re-written and re-submitted. However, if the same request has been denied three times, it will no longer be considered. Those requests that are denied due to "Lack of Funds" should be kept current in the event additional funding becomes available.

## **Accountability**

Accountability is of utmost importance for approved grants. The requesting Teacher Member will be held responsible for transparently managing the funds and must submit copies of receipts, contracts, and a comprehensive accounting report to the PTA within 20 days after the project, program, or activity's completion. Any unused grant funds must be promptly returned to the AVS PTA when submitting the final report. Additionally, providing a few photographs and a brief description of the event will be appreciated to assist the AVS PTA in documenting the successful execution of the funded project.

It is essential to note that grant approval is not an assurance of automatic funding in subsequent years. Grant funding must be applied for anew each year, and the approval process will be subject to the usual evaluation and voting procedures.

*The Auburn Village School*  
*PTA Teacher Membership Financial Grant Application*

Date: \_\_\_\_\_

PTA Teacher Member Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Describe the project, program, or activity for which you are requesting funds (Please provide details concerning time requirements, timelines etc.):**

-----  
-----  
-----  
-----

**Please describe how the project, program or activity will benefit students at AVS:**

-----  
-----  
-----  
-----

**What is the amount being requested?** \_\_\_\_\_

**If granted, when is funding needed?** \_\_\_\_\_

**Are there any additional details you wish to provide that may influence the decision for the PTA to fund this request? If so, please summarize below:**

-----  
-----  
-----  
-----

*Please attach or email [avspta@sau15.net](mailto:avspta@sau15.net) more information if applicable. Submit to the PTA mailbox.*

**PTA Response:** \_\_\_\_\_

**Project, program, or activity approved? YES  NO**

**If yes, amount of financial grant:** \_\_\_\_\_

**Notes:**

-----  
-----  
-----  
-----  
-----