



**CHAGRIN FALLS PTO**  
**GRANT APPLICATION & CHECK REQUEST FORM**  
**For All Grants Under \$500**  
**2016-2017**



**PROCEDURE:**

- Attach documentation regarding the nature of the request
- **Obtain signatures in the following order**
  - Building Principal (1)
  - Superintendent (2)
  - 2 Building Reps (3)
  - Once form is complete forward to Financial V.P.
- You will be notified of the final determination via email

Requestor: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date needed: \_\_\_\_\_

Request is for:      High School          Intermediate School      
                          Middle School          Gurney School         

Items for Which Funds are requested: \_\_\_\_\_

Principals Ranking and comments: \_\_\_\_\_

Total amount requested: \_\_\_\_\_

Make check payable to: \_\_\_\_\_  
 (include address where  
 you would like check  
 to be sent) \_\_\_\_\_  
 \_\_\_\_\_

Provide all that applies:    Invoices:       P.O.'s :       Receipts:

Approved by:

(1) Building Principal		Date	
(2) Superintendent		Date	
(3) PTO Building Reps		Date	
		Date	

(Once you have received the above signatures please forward to the Financial V.P.)  
 -----

TREASURER'S USE ONLY  
 Check # \_\_\_\_\_  
 Date paid \_\_\_\_\_

SEND THIS FORM TO: Financial V.P.  
 Janelle Ranieri  
 janelleranieri@yahoo.com  
 30 Glenridge Ct  
 Chagrin Falls, Ohio 44022

## **Grant Application and Check Request Form**

### **For All Grants Under \$500**

#### **1. Briefly describe your project**

Explain why you want to do this project. How will it be used? Who is your intended audience and how will it benefit the target group? What are your educational objectives? How many students will be affected?

#### **2. Budget**

What is the total cost of the project? List equipment and expenditures involved including shipping, handling and other costs. Please remember sales tax is not paid for, use tax exempt number.