The ICSAtlanta PTO is pleased to announce the PTO Grant Program, available to teachers and teaching support staff at ICSAtlanta.

**Purpose of the Grant**
In line with the vision and the mission of the PTO, the purpose of the ICSAtlanta PTO Grant Program is to provide funding to enrich and enhance students’ educational experience and well-being in the school setting, to support teachers in their creative and innovative thinking, and to provide a critical link between the PTO and the school faculty.

**Grant Funding**
The Grant Program is made possible solely by the fundraising efforts of the PTO.

**Grant Criteria**
All ideas are welcome. No idea is too big or too small to be considered!

1. Proposals will be considered in totality to allow decisions based on equity among grade levels and classrooms.
2. Grant applications will first be reviewed by the school administration to ensure that they are in accordance with school policy and criteria and are not otherwise funded by the school.
3. The goal of the Grant Program is to benefit as many students as possible. Therefore, preference will be given to proposals that benefit students in multiple classrooms or students in the same classrooms over multiple years.
4. Preference will be given to grants that support in-house programs over grants that pay for talent or experience outside of the school staff and the school.
5. Proposals that are denied solely because of insufficient grant funds are encouraged to be resubmitted the following year and may receive preferential consideration at that time.
6. PTO grant funding will not be awarded for projects or materials that are normally provided by the school.

**Grant Terms and Conditions**

1. Teachers and teaching support staff must be an active member of the ICSAtlanta PTO in order to be eligible to apply for a grant. A teacher/staff membership is $10 per year and can be purchased on the PTO website at https://icsatlantapto.org/product/pto-membership-teacher/

2. All items purchased through the PTO Grant Program become the property of the International Charter School of Atlanta.

3. After grant approval, PTO board members will purchase the approved items on behalf of the recipients (teachers/staff) and will have the items delivered to the school: Lower Campus: _____ / Upper Campus: ____ (check one).

4. The PTO will pay for domestic shipping but will try to purchase local or find free shipping alternatives. International shipping charges will be capped at $20 per request.
Proposals may be for projects, activities, books, equipment or anything else that enhances the academic experience of students at ICSAtlanta. Preference is given to proposals that offer school-wide access to students and teachers, however teachers are also encouraged to submit proposals that will benefit their individual classrooms, grade level or language track.

Please send your completed form to the PTO email box at pto@icsatlanta.org. The administration will do the first review of proposals for content and appropriateness and to determine if alternate funding sources are available. The PTO Board will then review requests. We look forward to hearing about your project.

DATE: _________________________

SUBMITTED BY (INDIVIDUAL/GROUP): ________________________________________

TOTAL AMOUNT OF MONEY REQUESTED (in US dollars including shipping charges if applicable): $__________________

Proposal Scope: approximately how many students in each grade will benefit from this proposal per year?

________________________________________

French ____ / German ____ / Mandarin ____ / Spanish ____ / English ____ (check one)

Please describe the proposal in the space provided below. In addition to this description, please attach documentation of at least 2 stores/websites where the item(s) can be purchased (if applicable). ______________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

How will this proposal enrich the educational experiences and/or well-being of students? ___________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
What other sources of funding have you pursued? Have you asked the parents in your class to donate these items prior to this application? Is it possible to ask for used items rather than new items for this project?

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

*** PTO Board Use Only***

Application #: __________________
Proposal Approved: Yes_____ Amount _____ No ______
Additional information/clarification requested: ___________________________
PTO President Signature, Date: _________________________________
PTO Treasurer Signature, Date: _________________________________
Upper Campus Director’s authorization (Signature, Date): _______________________________
Lower Campus Director’s authorization (Signature, Date): _______________________________
Executive Director's authorization (Signature, Date): _______________________________