



GRANT FUNDING GUIDELINES

Goals and Purpose: The Mission of the BFA PTO is to seek resources to strengthen, enhance, and encourage the educational and social experience at Ben Franklin Academy. The resources primarily will be directed toward educationally-focused goals. The Grant Funding Program was created to support Ben Franklin Academy Small Groups in obtaining funds to support programs and activities that support the mission and vision of the school. The program will be overseen by the PTO Executive Officers in conjunction with Administration and the Fundraising Committee.

Form Submission Guidelines: Below are the guidelines for form submission. Please ensure your request has met all of them prior to submission.

- Only one form may be submitted per small group. Therefore, groups should select no more than 2 representatives as liaisons for the funding request.
- Forms will only be considered if the activity date is within 90 days of submission.
- A complete list of families names and addresses who would receive funds must be submitted at the time the form is submitted. Incomplete lists will not be accepted.
- Forms and acknowledgment forms must be emailed to fundraising@bfacademy.org by the appropriate deadline (see below).
- Incomplete forms will be sent back to representatives. If it is not returned completed prior to the below deadline, it will not qualify.

Quarterly Timelines: Grant Funding Requests will be reviewed on a quarterly basis. Dates are listed below. Review of the forms by the PTO Executive Officers and votes on requests will be made at the next scheduled PTO meeting following the deadline. Submitting a request does not guarantee approval.

July 31
October 31
January 30
April 30 (End of Year)

Approved Fund Distribution Information: Approved funds as voted on by the PTO Executive Committee will be payable to the small group by the 15th day of the month following the vote. (I.e. Meeting on May 8 will have check sent to small group by June 30). It is the expectation that parents will personally fund activities/programs and grant funds will be for reimbursement only.

Questions: All questions should be directed to the PTO Fundraising Coordinator at fundraising@bfacademy.org.

Thank you for your dedication to Ben Franklin Academy.



GRANT FUNDING REQUEST FORM

Date of Submission _____ Date of Program/Activity _____

Name of Small Group Making Request _____

Contact Name(s) & Email _____

Total Amount Requested _____

How Will The Funds Be Used _____

Total Amount Requested _____

Who Benefits From The Requested Funds? (PTO, STEM, Middle School DC, D.I., Middle School Disney, etc.)

Plan To Distribute Funds Among Recipients? (Only Students That Participate, All Students Attending Trip, Student Grade Level, Entire Student Body, etc.)

How Else Are You Fundraising? _____

Where Are You In Meeting Your Goal? _____

What Additional Information Would You Like Us To Know About Your Program/Activity?
