

Golden Apple Grant Guidelines

2014-15

1. Applicants should be in good standing in the VFMS community.
2. Completed application forms should be placed in the PTO mailbox, located in the school main office, or emailed as an attachment to Tarina Mahtab tarinamahtab@msn.com cc Sarah Culbert, PTO President at president@vfmspto.org.
3. Golden Apple Grant applications will be reviewed as received by the PTO executive board.
4. Applicants will be notified of the approval/denial within two weeks of committee review. Funds will be distributed at that time.
5. A record of all applications will be kept with the VFMS PTO.
6. There is a \$200 limit per Golden Apple Grant. Grants in excess of \$200 will be reviewed on a case by case basis and may require further information.
7. Golden Apple Grants will be approved and distributed on a first-come/first served basis. Any requests for additional money above and beyond the standard grant of \$200 will be distributed at the board's discretion.
8. Applicants must itemize costs and turn in all receipts for what has been purchased.