



Kilgour PTA Funding Proposal Review

- This form and the Finance Advisory Board exist to help guide PTA expenditures. To help in that process, please complete as much of the following information as you can.
- You are welcome to meet with the Finance Advisory Board at their monthly meeting the last Wednesday of the month to provide additional information or to answer questions the board may have about your spending proposal. [View the PTA calendar](#) for advisory board meeting dates.
- Regardless of the recommendation of the Finance Advisory Board, you are invited to share your funding proposal at the monthly PTA meeting. The advisory board is not a decision-making body. Spending decisions may only be made by vote of the PTA membership at the monthly PTA meetings.

Requestor name: _____

Contact email/phone number: _____

Project name: _____

Reason for the request: _____

How does this request benefit the school community? Please keep in mind that in the spring 2014 survey, the following were identified as the top priorities on which to spend money:

- | | |
|-----------|--------------------------|
| STEM | Classroom Technology |
| Art/Music | Reading/Writing Programs |

Total amount requested: _____

If there are individual items within the amount requested, please list them and their amount in priority order in the table below. Please indicate if the item is required or nice to have, and, as possible what would happen to the overall project if the item was not included.

Item	Budget amount	Required?	What happens to the project if this item is not included in the project?

Is this a one-time expense or will it become a regularly requested item for which we have to budget? If this is a regular expense, what is the plan to maintain the funding and support of the requested expenditure?

In two-three sentences (more if you would like), what does success look like as a result of the expenditure?

Have you researched other funding sources, such as Cincinnati Public Schools or a grant? _____

Please email this document, along with any other supporting documentation, to finance@kilgourpta.org. In order to review your request, please submit your request by the Friday prior to the Finance Advisory Board meeting (the last Wednesday of the month). A member of the advisory board will follow up within 24 hours of form receipt to confirm we received it. If you do not receive an email, please try to send the request again.