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**Kilgour PTA Funding Proposal Review**

* This form exists to help guide PTA expenditures and Budget committee review. To help in that process, please complete as much of the following information as you can.
* Please email form to the President at [pta@kilgourpta.org](mailto:pta@kilgourpta.org) **and** the Treasurer at[kilgourtreasurer@gmail.com](mailto:kilgourtreasurer@gmail.com).
* Regardless of the recommendation of the Budget Committee you are invited to share your funding proposal at the monthly PTA meeting. Spending decisions may only be made by vote of the PTA membership at the monthly PTA meetings, with the exception of emergency funds needed that can by exception be approved by the Executive Board.

**Requestor name:**

**Contact email/phone number:**

**Project name:**

**Reason for the request:**

**How does this request benefit the school community? The following were identified as the top priorities on which to spend money:**

**STEM Classroom Technology**

**Art/MusicCore Academic Programs**

**Socio/Emotional Inclusion**

**Facilities Enrichment**

**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?** |
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**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,** [**treasurer@kilgourpta.org**](mailto:finance@kilgourpta.org)**. In order to review your request, please submit your request at least two weeks prior to a PTA meeting. A member of the budget committee will follow up within 48 hours to confirm we received it. If you do not receive an email, please try to send the request again.**