



# PTF Special Projects Fund

We are happy to announce that we are ready, able, and willing to spend the money the PTF raised last year!

The biggest chunk of the money we raise is spent through the PTF Special Projects Fund. If a member of the AIS community (student, parent, faculty, staff, or administrator) has an idea that would benefit AIS as a whole, or a part of AIS, they can submit it to us in an application.

1. Come up with an idea – big or small.
2. Obtain an application from the PTF ([PDF Version](#) or [Word Version](#)).
3. Complete the application in full – please include as much information as possible – project description, costs, benefits, etc. If your application is not complete, it will be returned to you for more information – this may affect your project being funded.
4. Submit the application by the deadline, close of business **February 28, 2020** – NO applications can be accepted after this date.
5. If your application is approved by the PTF Board and Administration to move forward, you will be asked to prepare a short (written) presentation.
6. Your application and presentation, along with the other approved applications, will be presented to the entire AIS community to view and cast votes for the ideas they think should be funded (fully funded, partially funded or not funded). Voting will take place in March.
7. If your application receives enough votes to move forward – you get to fund your idea!  
Applications that are to be funded will be announced at the PTF Breakfast in April, 2020.

This year the PTF board has allocated approximately 16,000 euros for 2019-2020 Special Projects Fund. Any questions? PTF Special Projects Fund Coordinator, [Susan Cole](#), and PTF Chair, [Cathy Greeley](#), will be happy to answer any questions you may have. Good luck to all submitters. And thank you so much for submitting your ideas to make AIS an even better place.