

2019-2020 PTF Special Projects Fund Request Form

Deadline for this form and all documentation is February 28, 2020. Proposals submitted after the close of business on February 28 will not be accepted. Electronic submissions preferred; send to PTF Special Projects Fund Coordinator, Susan Cole, at PTFSpecialProjects@ais.at.

Name:	AIS Affiliation (student/parent/faculty/staff/admin.):
Contact email and phone number:	Date funds are required:
<p>Please describe your proposal with specific detail and the reason for the request below. Attach itemized cost estimates, sourcing information, estimated tax and shipping, and any other appropriate documentation. Please note your request may not be considered if all required information is not included. In the event more information is needed, this may affect the deadline for submission.</p>	
Number of students who will benefit:	Total amount requested (in Euros)*:
Have you requested funding for this item from PTF in previous years? If yes, which year?	
Have you asked for funding for this item in the school budget which is to be presented at the General Assembly?	

* Please include estimated tax and shipping in this amount.

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The PTF Special Projects Fund Process describes the process and outlines all important dates. The Project Eligibility Requirements state the project requirements.

If you have requested funding for your item from the AIS school budget and the item is approved, please advise the PTF Special Projects Fund Coordinator immediately so funds can be made available to other requestors.

The PTF is not responsible for any errors or omissions in submitted proposals. Any additional costs associated with the request, which are not approved by the PTF, are the responsibility of the requestor.

If requested and approved funds are not utilized within 90 days of the “date funds are required,” the money will be transferred back into the PTF General Account.

PTF Special Projects Fund Process

The PTF Special Projects Fund Coordinator, with support from the PTF Board, strives to follow all procedural recommendations outlined in the PTF By Laws. Below is a summary of the expected process for the current academic year.

The PTF will officially open the Special Projects Fund process on January 9th, 2020 and will be collecting project proposals from then through February 28, 2020. The PTF Board, the Director, and the Principals will screen proposals for eligibility, educational value, and number of students who will benefit. Special Projects Fund recipients have immediate access to funds from the specified funding date. If funds are not used within 90 days of the specified funding date, they are transferred back into the PTF general fund.

January 9, 2020 – Special Projects Fund process opens.

February 28, 2020 – Deadline for all proposals. Proposals submitted after close of business on February 28 will not be accepted.

March 10, 2020– Eligible proposals announced at PTF Breakfast Among Friends; Online voting will start shortly after.

March 27, 2020 – Online voting closes.

April 2020 – Results are provided in person to the requestors and then announced at PTF Breakfast Among Friends.

Project Eligibility Requirements

A project is eligible for PTF Special Projects Fund consideration if it...

- Directly benefits AIS students
- Aligns with the PTF mission
- Supports the school’s educational aim and purpose.

Projects that benefit the greatest number of students receive priority.