

PTO Grant Program Guidelines

The Laurel Elementary Parent Teacher Organization (PTO) sponsors a Grant Making Process twice a year, in the Fall and Spring. The PTO awards grants to support activities that enhance our children’s learning, and which are in alignment with our Grant Rubric (attached). The grant program is supported by PTO fundraising activities held throughout the year. Laurel PreK-5 teachers, paraprofessionals, support staff, volunteers, parents, and students are eligible to participate in the grant program.

Grant Application Process

* Grant applications will be available on the Laurel Elementary school website, online submittals only. If you need assistance with submitting a grant, contact the Grant Coordinator.
* Applications must be completed in full and submitted to the PTO via online form by the deadlines outlined on the form to be considered for funding. Applicants can submit more than one (1) proposal per funding cycle.
* Eligible applications will be emailed to the PTO General Membership the Monday prior to the monthly PTO meeting.
* Applications will be scored by the PTO general membership during the monthly meeting.
* Applicants will conduct a three (3) minute presentation at the PTO monthly meeting. The presentation will be followed by a five (5) minute question & answer period by the PTO general membership.
* A PTO grant committee, consisting at a minimum including the PTO President, two (2) teachers and two (2) parents, will tally the scorecards and rank projects. The committee will have discretion to rank applications that receive the same score.
* Applicants and the PTO general membership will be notified by email of grant status within one (1) week of the PTO meeting.
* If approved, applicant will submit a brief project update to the PTO later that school year.

Funding

* Seventy percent (70%) of the grant budget will be allocated in the first funding cycle as most applications are submitted in the Fall.
* All funded items must stay at the school and become part of the school’s inventory. Technology items must be registered with Mary Jo Gallahan, Media & Integration Specialist.
* All funds must be used in the school year they are awarded (unless funds awarded in the Spring cycle are to be used the following Fall). Unused funds must be returned to the PTO by two weeks before the end of the school year.
* PTO reimbursements will be made by check. Receipts and a filled out Disbursement Form should be submitted to the PTO Treasurer within 60 days of purchase.
* If there are remaining grant funds after the Spring Cycle, the PTO General Membership will vote in March of that year as to how best to utilize this money.

Criteria

* Grants will be scored based on priorities outlined in the scoring rubric.
* There may be times when a project scores high but does not align with the PTO’s grant program mission. If 51% or more of the scorecards do not support a project, it will not be funded.
* Materials purchased through the grant program should benefit Laurel students.
* Grants are meant to support projects in which other funding is not available.
* Teacher or Staff applicants who have attended at least 50% of PTO meetings from the previous year can vote on grant proposals, including their own. All parents can vote whether or not they have attended previous meetings.

Deadlines

Please review the online form for current year deadline dates and Grant Coordinator Contact information.

Rev. 09/23/15