

# **BBES Parent Teacher Organization Teacher Grant Guidelines 2017-2018 School Year**

**Eligible Applicants:** All certified K-6 teachers at Bristol Bay Elementary School

**Criteria:** Grant programs will have a positive effect on students, support innovative and creative teaching strategies, and contribute directly to improved student achievement.

**Application process:** Grant application form should be completed, signed by the principal, approved by the District and given to the PTO at least two weeks before a scheduled meeting. Applicant will present the request during a scheduled meeting. Applicant will be notified if the grant is approved or declined within 60 days. All grants will be capped at \$500.

**Awarded:** Grants will be awarded within 60 days. Each voting member will complete an evaluation rubric for each presented grant. If approved, items will be ordered and paid for after purchase order forms are submitted with item and vendor details. Standard payment procedures will be followed. Approved grants will be issued upon the completion of volunteering and meeting attendance requirements. Volunteer time for PTO events is a minimum of two (2) hours during the school year and attendance is a minimum of one (1) PTO meeting during the school year.

The following requests will not be considered for funding: multiple-year funding, teacher stipends, field trips, teacher travel expenses, or substitute teacher pay.

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Project Title \_\_\_\_\_

Amount requested \$\_\_\_\_\_ Vendor name(s) \_\_\_\_\_

Will this be for a classroom \_\_\_\_\_ or grade level \_\_\_\_\_ Grade \_\_\_\_\_

Number of students served by this grant \_\_\_\_\_

Name(s) of teacher or team requesting funds \_\_\_\_\_

Will items purchased through this grant also be used in future years \_\_\_\_\_?

Please attach an overview of the grant proposal. This needs to include:

- A brief summary with the purpose, methods used to implement, and the expected benefits, including the goal or objective of project
- An explanation of how this will enhance the current curriculum or address a specific deficiency
- The materials needed and costs (plus shipping), along with any other sources of funding for this grant

Principal's Approval \_\_\_\_\_

District Administration Approval \_\_\_\_\_

-----**To be completed by PTO Board**-----

Date applied \_\_\_\_\_ Approved \_\_\_\_\_ Declined \_\_\_\_\_

Grant Number \_\_\_\_\_

