



# Oak Pointe Elementary School

## PTO Mini-Grant Guidelines

PTO mini-grants are designed to provide teachers with funding for projects or classroom activities that would otherwise not receive funds from the school or district. Certified classroom teachers may apply for grants **up to \$150**. Groups of teachers may work together to complete a mini-grant that would benefit multiple classrooms. Teachers may apply for and receive multiple grants, but the total value of combined grants may not exceed \$150.

Grant applications will be reviewed by the PTO Executive Board as they are received. **Grant applications will be accepted July 1, 2017, through March 30, 2018.** It should be noted that while PTO anticipates having \$5000 for teacher grants this year, that amount is dependent upon fundraising results. Because of that, up to \$2500 will be awarded prior to the Pal-a-thon fundraiser. If fundraising goals are obtained, an additional \$2500 will be earmarked for grants. Grants are awarded on a first-come, first-served basis. Teachers will be notified of grant approval within two weeks of submission.

All grant submissions **must be submitted via e-mail** to [opesptoemail@gmail.com](mailto:opesptoemail@gmail.com) on a Word or pdf document. **Please do not send via Google docs**—it will be returned to you to be submitted as a Word or pdf document. Submissions may be single or double spaced. **Only grants applications that include all requested information will be considered for approval.**

Grant applications consist of two parts and should be no more than two to three pages in total. Part I is the cover sheet with identifying information. Part II describes the nature of the project and the funds being sought. Include all of the information listed below in each part.

### Part I. (One Page)

- PTO Mini-Grant Application
- Name
- Date
- Grade Level
- E-mail Address
- Project Title

### Part II. (One or Two Pages)

- A brief description of the project
- How the project will impact student learning
- The number of students benefiting from the project
- A budget for the project

Completed applications should be e-mailed to [opesptoemail@gmail.com](mailto:opesptoemail@gmail.com). Submissions will receive an acknowledgement of receipt.