



CLEAR SKY PTO

Grant Request Information

Teacher vs. PBL Grants

Teacher grants are designed to help teachers get supplemental funds to help in the classroom (e.g., purchasing needed supplies or staff development).

PBL grants in 2016-2017 are a flat \$300 per classroom teacher to be used for PBL projects. (This totals \$9,600 for PBLs.) The funds can be pooled together if grade levels are working together. PBL grants are transferred into the individual grade accounts in August.

Guidelines

- Teacher grant requests must be turned in by the due dates below to be considered. Grant requests received after the deadline will be bumped to the next round.
- Teacher grant requests must be filled out completely with the requested paperwork attached. Incomplete grants will not be considered.
- Make two copies of the teacher grant request. Place one copy in the PTO box and give one copy to Erin Kiyon.
- Once a teacher grant is approved, you will be contacted with purchasing instructions.
- If you or your team are submitting more than one teacher grant request, please include information about how you would like us to prioritize your requests.

Deadlines

First round grant request forms are due by **September 28** and will be voted on October 17.

Second round grand request forms are due by **March 1** and will be voted on March 13.

Forms

Teacher grant request form can be printed from the CSE PTO website at www.CSEPTO.com/file-cabinet.

Teacher Grant Request Form

Applicant Name(s): _____

Grade (or Specials) Served by This Request: _____

Name of Project or Item Requested: _____

Amount Requested: \$ _____

Please describe your project. (Attach a new sheet if necessary.) Include the following information. *Incomplete grants will not be considered.*

- Describe how the project works or what it will provide for the school.
- Describe what population it will serve (e.g., general student population, 3rd graders, struggling readers).
- Describe the end goal of the project.
- Will this project require a one-time or multi-year funding (i.e., will you need to request funds every year to keep this project running)?
- Do you have a deadline for the money? If so, please include the date.
- Attach supporting documentation (e.g., order forms, printouts of supplies needed).

For PTO Use Only

(Updated 9-1-16)

Date Received _____
 Approved Denied
Date Notified _____

Amount Approved _____
Date Completed _____

