



WILLOW LANE ELEMENTARY
EDUCATIONAL GRANT PROGRAM

SPONSORED BY THE WILLOW LANE PTO

PURPOSE

The awarded grants will be utilized in conjunction with the Willow Lane PTO's mission, "to support the education of all children at Willow Lane Elementary School."

GRANT COMMITTEE

The committee will be composed of the school principal, a teacher representative, a PTO executive board member, and two parents or guardians of a child attending school at Willow Lane.

The grant committee will be responsible for the following:

1. Educating the staff on the grant process.
2. Distributing the grant forms to the applicants
3. Review forms and rubric and present to the PTO at large in May.
4. Reviewing and evaluating each application with a standard scoring method. See attachment number 1.
5. Approval will be made by the grant committee.
6. Distributing standard written letters explaining rationale for awarded grants to all applicants. See attachment number 2.
7. Presenting awarded grants to the recipients at a designated PTO meeting.
8. Maintaining records of submitted grants and receipts from awarded recipients.

FINANCIAL STIPULATIONS

The total available grant money will be determined after a cash flow analysis is done by the current treasurer and approved by the executive board. The amount available will be determined no later than September 1 of the current school year. Any money awarded and not utilized within six weeks of notification will either be absorbed back into the account or awarded to another grant applicant.

Dear Willow Lane Teachers and Staff,



It is with great pleasure that we announce that with the substantial fundraising done to support the Willow Lane community, the PTO is able to allocate \$2,500 for educational grants. Requests will be considered that keep with the mission of the Willow Lane PTO, "to support the education of all children at Willow Lane Elementary School."

In order to make the process as smooth as possible the following will be considered when evaluating the applications.

1. Each application will be submitted by a group of staff and or teachers. For the purpose of this application, a group is defined as two or more people.
2. The grant cannot be used solely to supplement the library.
3. The applications shall focus on programs or projects benefiting the current students, or to compensate for items not in school budget. The items or projects shall serve to enhance the basic education of the students.
4. The applications that benefit a higher percentage of students will receive priority.
5. Grant money will be approved for one year only. If this project is planned to be repeated the following school year another application will need to be submitted for that school year, but does not guarantee the grant will be awarded.
6. If you believe that your request is going to require additional maintenance or installation by the district, please check with your building administrator. Authorization should be submitted with your application.
7. If your request includes a purchase of technology (software or hardware), this should also be approved by building administrator.

The grant application will be placed on the PTO website to be printed out at your convenience. The submission deadline for grants will be November 1st of the current school year. Those

submitted after the deadline will not be considered. Once all the grants are reviewed, the applicants will be notified in writing by December 1st. We ask that the awarded group be in attendance at the December PTO meeting. All grant dollars must be utilized within six weeks, otherwise the money will either be absorbed or allocated to another request. In addition, the total dollar amount requested need to include all taxes, shipping and handling, and other expenses. All receipts need to be submitted to the grants committee.

If you have any questions or concerns during the process, please contact Laura Kohler at lauramads@aol.com. We hope that you are as excited as we are to be able to have a generous community that supports our children's' education.

The Willow Lane Educational Grant Committee



THE WILLOW LANE EDUCATIONAL GRANT REQUEST

Project title: _____

List all teachers or staff members involved in project. Include persons' positions at Willow Lane. List one person as the lead or contact person in the group.

Contact Person:
Additional Group Members:

NUMBER OF STUDENTS AFFECTED: _____

GRADE(S) AFFECTED: _____

DETAILED DESCRIPTION OF THE PROPOSED PROJECT. Identify academic skills, interpersonal skills, or character traits that might be developed. The more information we have about your project the better decision we can make. (Additional sheets may be attached.)

Please include the following:

- # of teachers affected by item
- # of students in class where teacher is using item
- # of years this purchase is expected to be used (what is the product's life expectancy)
- # of students who can use the item at one time (is it a microscope that can be used in a group of five or something only one student can use at a time)
- # of student hands on application minutes (ex: 45 minutes for 5 class periods = 225 minutes)
- # of students who can use item throughout a year

