



## Cornelius Elementary School PTO Mini-Grant Program 2018-2019 School Year

*Proposals must be submitted before the **first Friday** of the month*

**Overview** – The Cornelius Elementary School (CES) Parent Teacher Organization (PTO) supports creative and innovative teaching and learning initiatives through financial grants. Mini-Grants will be awarded for projects or activities that are to be used to develop and implement instructional activities that motivate and challenge students to learn.

Programs affecting large numbers of students are preferred. Examples are grade-wide, school-wide or multi-grade programs. Proposal ideas can include interdisciplinary activities, engaging lessons or projects that will reinforce learning through simulations or practical applications of curricular concepts. Extracurricular initiatives that are intended to enhance student learning also may be funded.

Programs are funded on a one-time basis; ongoing programs can apply for funding in the next grant cycle but are not guaranteed funding. We favor programs that create lasting benefits to students, curriculum and programming and/or that explore significant problems or deficiencies in the schools. We fund programs that augment and support the goals and priorities of the CES PTO and the Cornelius Elementary School. Any item purchased with PTO funds will remain at Cornelius Elementary School. The CES PTO Mini-Grants will not fund disposable supplies (glue, crayon, stickers, etc.) or items currently covered by either the CES budget or the CES PTO budget. These grants are not intended to replace regular school budget items, so we will rarely consider programs included in the school budget. In addition, proposals that will leverage additional funding sources are encouraged. Teachers should take this opportunity to apply for outside grant funding to subsidize the cost of their project.

Resources purchased with Mini-Grant funds must be used during the current school year.

**Mini-Grant Application Form and Process** – Complete the Mini-Grant Request Form and return the completed form to the PTO Presidents' mailbox in the teacher lounge. A minimum of two weeks review prior to each regularly scheduled PTO Executive Board meeting is required. Once submitted, the PTO Executive Board and Principal will review and approve (a simple majority vote) at the next calendar PTO Executive Board meeting. Applications for the 2018-2019 school year are available in the PTO mailbox, or can be downloaded at [www.corneliuspto.org](http://www.corneliuspto.org).

Proposals should include an explanation of the work involved in the project and a justification of the work's academic originality, desired learning outcomes, connection to curriculum, and evidence of outside funding (if applicable). Please outline in your request how you will use the funds if your proposal is not fully funded.

**Eligibility** – All certified and non-certified CES personnel are eligible to apply.

**Mini-Grant Application Deadlines** – the first Friday of each month

### **Approval and Distribution of Grant Monies**

1. The PTO Executive Committee and the Principal review and approve the mini-grant applications with a simple majority vote.
2. Approval of grant applications will be based upon the following criteria: availability of funds, availability of other funding resources, short- or long-term goals of the project, and evaluation of how many students and/or subject areas and/or grade levels will benefit
3. Grants are judged on a competitive basis and may be fully or partially funded or not funded at all.
4. Requests for partial funding of more expensive projects will also be considered.
5. Upon approval, written confirmation of the terms of the grant will be sent to the applicant.
6. Items approved for grants must be purchased with CES PTO funds using the CES PTO vendor requisition/check request system. Completed check request forms for grant purchases must be turned into the CES PTO Treasurer. Upon receiving the request, the CES PTO Treasurer will mail the completed order and along with the check to the vendor. If the item must be purchased by the grant recipient, a completed check request form must be turned into the CES PTO Treasurer at least one week in advance with the final receipt.
7. Application status will be confirmed in writing once funding decisions are finalized.

**Contact Information** – Please contact the PTO Executive Board with any questions: Nicole Monacell, Rachelle Bisette, Nikki Raybourn, Lindsay Meekin, Jenn Claussner or Morgan Williams.



**Cornelius Elementary School PTO Mini-Grant Application**  
2018-2019 School Year

*Investing in Excellence = Investing in Our Community*

Please submit your request by the 1st Friday of the month to Nicole Monacell at [nmonacell@gmail.com](mailto:nmonacell@gmail.com)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Proposal:

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How does the Proposal benefit Cornelius Elementary Students?

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What additional funding sources have been pursued and what is the monetary contribution?

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- Application Approved
- Application Approved in Part for \$ \_\_\_\_\_
- Application is denied for the following reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal: \_\_\_\_\_ PTO President: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_