***Greens Prairie Elementary PTO Teacher Grant***

***2017-2018 Timeline***

November 10th, 2017 Grant applications open

[Click here to begin filling out your application.](https://docs.google.com/document/d/1En6LxK1g6rdtugiVHgHIo7-JbgCI4rcZZ76f5KGIx9o/copy)

December 4th, 2017 at 4:00 pm **Grant applications due**

December 14th-15th, 2017 Grants reviewed by Committee Members

December 18th, 2017 PTO awards grants to teachers in morning assembly!

January 12th, 2018 All supplies and items for grant must be ordered.

***Greens Prairie PTO Guidelines for Grant Application 2017-2018***

**Purpose**  
The GPE PTO Grant Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of curriculum objectives.

**Eligibility**  
individual teacher(s), teaching teams, or support staff from Greens Prairie Elementary who are involved in the instruction of students or related support services benefiting students.

**Awarding of Funds**  
A total of $4,000 in grants will be awarded.  We will attempt to award at least one grade level, or team grant, up to $2,000.  Grants will also be awarded to individual staff initiated programs or projects. The number of awards will depend on funds available from the PTO, and the number of applications received.  Please consider smaller grants as well.

**Implementation Date**  
Grants awarded must be implemented during the spring semester of 2017-2018.

**Due Date & Application Submission (VERY IMPORTANT)**  
Applications are due on **Friday, December 4, 2017,** and must be received by 4:00 p.m.  All grant applications MUST be pre-approved by the school Principal, and vendors must be approved/verified by the school Secretary, **PRIOR** to the grant being evaluated by the PTO selection committee.

**Selection Criteria**

* The degree to which the proposal represents a creative or innovative approach to relevant and engaged student learning.
* The degree to which sound evaluation procedures are incorporated in the proposal.
* See below the Criteria Sheet for our Grant Selection Committee.

**Selection Process**

1. Application forms may be downloaded from the PTO website, [www.greensprairiepto.com](http://www.greensprairiepto.com).
2. Please have your principal approve your grant, and have the school Secretary verify your vendor list, before submitting it.  Initials from both are required on the application.
3. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the PTO Executive Board, and a PTO member representing each grade level.
4. For each grant application submitted, the committee should make one of the following recommendations:       (a) approved or (b) disapproved or (c) partially approve.
5. Applicants will be notified of decisions in November.
6. Projects will be funded for the spring semester of 2017-2018, and supplies must be ordered by January 12th, 2017. Checks will not be made out, and funds will not be paid directly, to Grant Winners.  The earmarked funds will be immediately provided to the school office.  Orders must be placed through appropriate CSISD channels.

**Responsibilities of Grant Recipients**

* Use the awards for the purposes intended.
* Complete ordering materials by January 12th, 2017.
* Agree to share successful procedures in staff development sessions if asked.
* Document the implementation (pictures, examples of work, video).

**Criteria for Grant Approval Reviewer Score Sheet**

Application Number:\_\_\_\_\_\_\_ Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please rank the effectiveness of each item with 3 being high and 1 being low.*

*Circle the number that best describes each statement.*

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | | | | **Weighted Amount** | **Weighted Total** |
| Need is clearly stated.  Supports district & campus goals. | 3 | 2 | 1 | X3 |  |
| Objectives are specifically stated and measurable. | 3 | 2 | 1 | X2 |  |
| Activities/procedures specifically stated & related to purpose and objectives.  Innovation is apparent. | 3 | 2 | 1 | X3 |  |
| Evaluation strategy is clearly stated and relevant to the objectives & student performance. | 3 | 2 | 1 | X2 |  |
| Budget is complete, realistic, accurate, & appropriate.  Approved vendors are used. | 3 | 2 | 1 | X2 |  |
| Project includes participation & support of parents, community, and/or business partners. | 3 | 2 | 1 | X1 |  |
| Project/program can be expanded or transferred to other grade levels or classrooms at GPE. | 3 | 2 | 1 | X1 |  |
| **Grand Total** | | | | |  |

**Please check the statement below that best describes how you would rank this application.**

* I would definitely recommend funding this project.
* I would recommend partial funding.  Amount?  $ \_\_\_\_\_\_\_\_\_\_\_

◻        I would recommend funding this project if there were extra money.

◻      I would not recommend funding this project.