



## **Naramake Educational Grant Program**

**2010-2011 School Year**

The Naramake PTO is once again pleased to sponsor the Naramake Educational Grant Program. The Naramake PTO strives to provide students with the opportunity to receive the best educational experience at Naramake Elementary School. The Educational Grant Program is designed to offer teachers access to funding for curriculum based materials, special programs, activities and/or supplies to enhance student learning through creative and innovative means. Any teacher (certified or non certified), administrator or staff member is welcome to submit an application.

The goal of the PTO Educational Grant is to fund projects and materials that are curriculum centered and will have a long term benefit to the school. For example, grants could include: Readers and Writers Workshop Curriculum materials, Cultural Awareness Programs, Resource Guides, Science Materials, Technology tools, software, music or art materials, etc.

# **Naramake PTO Educational Grant Program**

## **Program Summary/How to Apply/Policies**

1. Applicants must be an employee at Naramake Elementary Schools (certified or non certified) and a member in good standing of Naramake PTO.
2. Awards range from \$5 to \$500.
3. All applications must be submitted by end of school day Friday, November 19, 2010.
4. An applicant may submit one application individually, and/or a separate application as a member of a group.
5. The Educational Grant Program does not fund:
  - a. Field Trips (funded by Grade Level funds during PTO Budget process)
  - b. Food; or
  - c. Furnishings for classroom, staff lounge or administration offices
6. The Grant Application Review Committee will be comprised of the Naramake Principal, one Naramake Teacher, one Naramake PTO Executive Board member, the Educational Grant Program Chairperson and at least one general PTO member.
7. Be sure your application is complete.
8. Approval of grant applications will be based upon the following criteria:
  - a. Availability of funds.
  - b. Clearly defined goals and objectives.
  - c. Likelihood that the project will enhance the student's learning experiences.
  - d. Creativity
  - e. Ability to measure the success of the project.
  - f. Timely execution of the project so students can benefit during the academic year.
  - g. Short or long term goals of the project.
  - h. Evaluation of how many students and/or subject areas and/or grade levels will benefit.
10. Funds will be paid either (i) directly to you for any purchases upon submission of receipts; (ii) the PTO will issue a check to your vendor upon presentation of a confirmed order or invoice; or (iii) you may purchase the items through the school with a purchase order and the PTO will reimburse Naramake directly.
11. All requests for funding that conform to the grant guidelines and submission instructions will be considered.
12. Grants requesting funds for professional development will be considered.
13. Grants are judged on a competitive basis and may be fully or partially funded or not funded at all.
14. Any item purchased with PTO funds will remain at Naramake School.

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**Naramake PTO Educational Grant Application**  
**Cover Page**

**Staff Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**PTO Member** (circle one): Yes No      **Email:** \_\_\_\_\_

\*\* all applicants must be registered members of Naramake PTO

**Project Name:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

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**Application Number (assigned by Mrs. Miles):** \_\_\_\_\_

**Approved (circle one):** Yes No

**Dollar Amount Approved :** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Naramake PTO Education Grant**  
**Application 2010-2011**

Application Number: (assigned by Mrs. Miles): \_\_\_\_\_

Title of Project: \_\_\_\_\_

How many students will benefit from this grant? \_\_\_\_\_

How will this project/materials benefit your curriculum/teaching team: \_\_\_\_\_

\_\_\_\_\_  
Please provide a thorough description of project for which you are requesting the grant, including a statement of the educational value of the project. If necessary, please attach an additional sheet.

\_\_\_\_\_  
Will you require additional funding, resources or assistance for this project (including parent or volunteer support, other funding, in-kind support, etc)?

\_\_\_\_\_  
Amount requested, including specific budget breakdown (\$500 maximum):

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\_\_\_\_ I agree to provide a summary report/statement to the Naramake PTO about the outcome of this project and the money spent, within one (1) month of end of the project, or by June 1 of the current school year, whichever is sooner.

I am applying for funds to be used as described in this application for the benefit of Naramake Elementary School.

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