

# Deadlines throughout the year

• O.P.E.N.	Nov 1 & May 1	own application
• Booster Club	Dec 2	common app.
• PTO school funds	anytime	common app.
• PTO major funds	Feb (early)	common app.
• Educational Foundation	Feb 15	common app.
• Dads' Club	anytime	common app.(page 1)
• Music Lovers	July	none

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## PTO

- **Building fund** – any request under \$500.00 can be approved at anytime  
Over \$500.00 goes through Financial Planning and Research Committee and approved at monthly PTO meeting
  - **Major fund** – Annual requests go through Financial Planning and Research Committee.  
Any amount, Due in Feb. and dispersed late in April. Money is from district fund raiser
  - **Student Enrichment Fund** - \$1,500 given to each building principal every year. Use any time. Funds projects which benefit all students (i.e. Assemblies, author talks)
  - **Professional Development Fund** - \$1,500 given to each building principal every year. Use any time. Professional development for staff. The superintendent reviews requests and issues final approval
1. PTO generally will only fund items of educational value to the students.
  2. PTO likes to support teachers and teacher driven ideas and programs.
  3. PTO does not fund salaries and gives low priority to items such as fans, carpeting furniture and office equipment.
  4. PTO will not fund a program indefinitely. If it is successful they expect it to be incorporated into the budget.
  5. You can purchase and get reimbursed by PTO but PTO is tax-exempt and will not pay sales tax (ask for tax-exempt number).
  6. Principals are asked to prioritize requests.

## Dads' Club

1. Dads' club will consider any requests.
2. Goal is to improve educational, recreational and social opportunities for the children
3. Funding guidelines
  - 1) <\$500.00 requires board approval only
  - 2) <\$1,000.00 requires discussion and vote at 1 meeting (monthly)
  - 3) <\$5,000.00 requires discussion at 2 meetings and a vote
  - 4) >\$5,000.00 requires discussion at 3 meetings and a vote
4. Any requests over \$500.00. It is recommended that the individual requesting the money attend a meeting and present the request.

## **Booster Club**

1. Majority of the funds are for the athletic department
2. Requests are considered for curricular, co-curricular and athletic activities
3. Booster Club encourages creative ideas and long –term projects
4. Booster Club will not fund projects that benefit only one student or a select few students
5. Principals are asked to prioritize

## **Educational Foundation**

- 1) Supports innovative and creative educational programs/projects aimed towards academic enrichment.
- 2) Emphasis is placed on grants that benefit a large number of students
- 3) High priority
  - a. student – initiated programs
  - b. Core curriculum enhancement
  - c. In-school residency programs
  - d. Arts-related programs
- 4) Medium priority
  - a. Classroom equipment
  - b. Conferences/professional development programs
- 5) Low priority
  - a. extracurricular activities
- 6) Does not fund summer camp experiences

## **O.P.E.N.**

1. Funding is considered for activities which support OPEN's mission
  - a. To foster a positive team work approach and improve communication among professionals and parents of 'exceptional children'
  - b. To provide an information source for parents, professionals and students
  - c. To provide a parent network and open community awareness
2. OPEN will not provide funds for indirect costs such as travel and hotel costs
3. Principals are asked to prioritize requests

## **Music Lovers**

1. Funds are intended to supplement the annual music program budgets
2. funds allocated to each music program will consider the relative need for the request, equity between programs and the program's proportional size and corresponding contribution to the fund raising efforts
3. Music Lovers looks first to the school to set its budget and then will consider granting funds to meet the music programs' financial needs.

# Common Grant Application Form

PTO, Educational Foundation, Dads' Club, Booster Club

Applicant (name and phone number) \_\_\_\_\_ Date \_\_\_\_\_

School and grade level/department/position \_\_\_\_\_

Date funds are needed \_\_\_\_\_ amount requested \_\_\_\_\_

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To confirm that the school administration is aware of your application, please obtain a signature and ranking from your building principal (or superintendent if the principal is the requestor)

Signature of Building Principal \_\_\_\_\_ date \_\_\_\_\_

Principal ranking and comments \_\_\_\_\_  
(not necessary for Dad's club)

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*Note: Providing ample information helps the organization make more knowledgeable decisions. Please use extra sheets of paper if needed. Incomplete forms will not be processed and insufficient data may cause a project to be turned down.*

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## **Please return to**

Chagrin Falls Educational Foundation: P.O. Box 235, Chagrin Falls, Ohio 44022

PTO – one copy to the principal and send 6 copies to the current PTO Financial VP

The Chagrin Falls Booster Club: P.O. Box 454, Chagrin Falls, Ohio 44022

- pages 1 & 2

The Chagrin Falls Dads' Club: P.O. Box 810, Chagrin Falls, Ohio 44022

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**Disclosure for the Educational Foundation:** To comply with Internal Revenue Code Regulations, we ask that you affirm by your signature below, that you have no familial relationship with any member of the Chagrin Falls Educational Foundation Board of Trustee. Alternatively, if you have such a family relationship, please describe it:

Your Signature \_\_\_\_\_ date \_\_\_\_\_

**1. Briefly describe your project**

Explain why you want to do this project. How will it be used? Who is your intended audience and how will it benefit the target group? What are your educational objectives? How many students will be affected?

**2. Budget**

What is the total cost of the project? What % is requested from this group?

List equipment and expenditures involved including shipping, handling and other costs. Include comparison prices if applicable (remember sales tax is not paid for, use tax-exempt number).

Please be specific.

1. Timeline - When do you plan to do this? How long will it take?

2. Will this purchase be shared and with whom?

3. Have you applied for funding from elsewhere? If yes, from what other organization.

4. Assessment – What are the expected outcomes? Who will benefit? How will you evaluate these?

**Local groups supporting the Chagrin Falls Schools**

**Information Sheet**  
and  
**Common Application Form**

**Booster Club**

**Dads' Club**

**Educational Foundation**

**Music Lovers**

**O.P.E.N**

**PTO**