PTO Grant Program Guidelines

The Laurel Elementary Parent Teacher Organization (PTO) sponsors a Grant Cycle two or three times a year: Early Fall, Late Fall and Spring Grant Cycles. (Early Fall is for newly hired staff members OR "familiar faces in new places" only. If this grant cycle seems needed, it will be approved by the Executive Board at the first meeting of the school year). The PTO awards grants to support activities that enhance our children's learning and are in alignment with Laurel's Mission Statement. Grants are meant to support projects in which other funding is not available. The grant program is supported by PTO fundraising activities held throughout the year. All Laurel staff, parents or guardians, and students are eligible to participate in the grant program.

Grant Application Process

- Grant applications will be available on the Laurel Elementary school website. Online submittals are only accepted. If you need assistance with submitting a grant, contact the Grant Chair at laurellynxpto@gmail.com.
- Applications must be completed in full and submitted to the PTO via the Grants Request Google Form by the deadlines outlined on the grant cycle email to be considered for funding. Applicants can submit more than one (1) proposal per funding cycle.
- Applications will be scored by the PTO general membership during the monthly meeting using the rubric that is in accordance with Laurel's Mission Statement.
- Applicants are encouraged to conduct a brief presentation at the PTO Membership Meeting or present a video, especially if their request exceeds $500.
- After all presentations, the Grant Lead will go through the grant requests and allow time for discussion/voting/scoring. Grants approved "yes" will then be ranked by score via the rubric. Grants will be awarded from the highest to lowest score until funding runs out.
- Applicants will be notified by email of grant status within one (1) week of the PTO meeting. Meeting minutes will also contain this information.

Funding

- All funded items must stay at the school and become part of the school's inventory. Technology items must be registered with Media Center staff.
- All funds must be used in the school year they are awarded. Unused funds must be returned to the PTO by two weeks before the end of the school year.
- PTO reimbursements will be made by check. Receipts and a filled out Reimbursement Form should be submitted to the PTO Treasurer within 60 days of purchase.
- If there are remaining grant funds after the Spring Cycle, the PTO General Membership will vote in March of that year as to how best to utilize this money.