

Grant Request for Proposals

Posted date: August 1, 2023

Application due date: Submissions will be accepted at any time during the school year until May 1, 2024.

LES PTO Board and Principal review dates: Within two weeks of the grant submission.

Final Vote for approval: To take place during the next LES PTO general meeting. If meeting is more than 30 days out, vote will take place online as a public vote.

Background

The Louisburg Elementary School Parent Teacher Organization (LES PTO) is supplying funds to support grant applications for the Louisburg Elementary School Community. Applications may come from students, staff, parents and community members. Grant requests should align with the LES PTO bylaws, which include the following purpose (please note, grant applications do not need to align with all bylaws):

The purpose of this organization is to support the students, teachers, and families involved in the education of children attending Broadmoor Elementary School, Rockville Elementary School, and Circle Grove Preschool.

Grant Guidelines

All grant requests should be for programs, projects or materials that enhance one or more of the three Louisburg schools. Priority will be given to the grant applications that:

1. Have a clear purpose.
2. Address a specific need of the Louisburg Elementary School Community.
3. Benefit a large number of Louisburg school students.
4. Benefit a particular subgroup, special population, or address closing the achievement gap in the Louisburg Elementary School Community.
5. Have no other avenue for funding (district, school, corporate, parent, etc.)
6. Must be approved by school principal before submitting to the LES PTO.

Priorities

1. Building a strong and positive school community that includes children, teachers, and parents
2. Facilitating communication between parents and school
3. Complementing the school day experience with things like classroom/grade supplies, arts programs, and playground equipment
4. Annual enrichment activities such as Super Science Saturday, Marvelous Math Morning, and the International Dinner
5. Providing on-going or multi-week enrichment programs such as Chess Club, Lego League, and Foreign Language Program
6. Have matching funds from other sources
7. Have letters of support for the project
8. Are from a student

Qualifications and Eligibility

Any student, parent, teacher, staff, or community member who is served by the LES PTO may submit an application. A student application must be co-sponsored by a Louisburg Elementary employee.

If the request is identical, or very similar to a previously funded project, prior success and ongoing need must be demonstrated.

For any application that proposes a project or intervention in a curriculum or in the classroom, a letter of support from the classroom teacher is required.

The LES PTO will obtain final approval from the related school principal.

Funding for staff time is discouraged.

Grants may be fully or partially funded, or not selected to be funded at the current time.

Grant Submission Process

Grants will be accepted at any time during the school year, August 1st through May 1st. Please submit your application via the online form, or print and email your completed form to: Treasurer@louisburgelementarypto.org, or place it in the LES PTO box in your school's office. The application will be reviewed by the LES PTO Board. PLEASE ENSURE THAT GRANT SUBMISSION HAS BEEN APPROVED BY SCHOOL PRINCIPAL BEFORE SUBMITTING. All grant applications that conform to the grant guidelines and submission instructions will be considered. Submitters will be contacted with the status of their application and the next steps required within two weeks of the submission.

Letters of support (if submitted) should be attached to the grant application. If not possible, they should be emailed to: Treasurer@louisburgelementarypto.org or placed in the school's PTO box with proper identification within one day of the grant submission. School principals will be notified of any grant applications that affect their school. LES PTO will obtain a final sign off from the corresponding Principal prior to the grants vote of approval by the community.

If approved by the LES PTO board and the corresponding principal:

1. The person submitting the grant will be invited to the next general meeting of the LES PTO to give a brief talk about what their grant includes and how it will help the Louisburg Elementary School community. **OR** If there is not a general meeting within one week after board and principal approval, an online vote will occur on the LES PTO Facebook page. The submitter will be asked to create a brief video talking about their grant and what it includes and how it will help the Louisburg Elementary School Community to be posted before vote.
2. Then the members of the LES PTO board and all other members of the LES PTO who are present will be allowed to vote on the approval of the grant requested. The vote must have at least 15 members voting in the election and must win the vote with a majority rule. It is advised that the grant submitter invite and encourage supporters to attend the general meeting as the LES PTO Board does not have enough members for a winning vote.

3. If the grant is approved, the treasurer will meet with the applicant to arrange grant fulfillment and a picture will be taken with the submitter of the grant and a member of the LES PTO board to use for promotion on social media.
4. Items purchased with LES PTO funds that remain after the grant has been completed will remain at Louisburg schools or returned to the LES PTO unless the LES PTO Board approves other arrangements.
5. Accounting for the grant in the form of a final progress report, picture or letter is required and will be requested if not received. Failure to submit this may affect future funding eligibility.