24/24 TEACHER GRANT REQUEST POLICY

The Peakview PTO Executive Board will determine the timing of teacher grant cycles, but will have at least two per school year. Teacher grant requests should be submitted in accordance with grant cycle deadlines and all grants for a particular cycle will be evaluated at the same time in order to prioritize limited funding.

Grants must be awarded in time for the grant to be used within the fiscal period that it was raised. It is important to give teachers enough lead time to use funds that have been approved. It is recommended that all grants be finalized, approved and funded by March 31st of each school year.

Prior to submission to the PTO, teacher grant requests should be reviewed by the Principal. Principal recommendations should be taken into consideration but final approval is made by the appropriate grant committee or PTO Executive Board. The Principal does not have the authority to veto grant requests but may prioritize requests and recommend action and/or outcome.

PTO Grants must benefit the majority of students. Grants will not be approved for specialists as their services are not open to all students. If the request is for field trips or subscription services, such as online learning tools or magazines, it must benefit at least one entire grade to warrant grant approval.

The PTO cannot pay for the costs associated with receiving credit from a training or workshop for teachers, as that is considered a personal or private benefit. However, non-credit portions of workshops or training will be considered on a case by case basis, with preference given to matching training grants provided by the Cherry Creek School District up to $250.00.

PEAKVIEW ELEMENTARY SCHOOL PTO GRANT PROCESS
Applications for 2024-2025

Thank you for applying for a PTO grant. We will try to award as many grants as our funds allow.

Please complete the application and return it to the PTO. Grant applications are due 21 calendar days prior to a scheduled grant cycle. PTO will have at least one grant cycle per school year. Application due dates will be communicated to staff once grant cycles are scheduled. Grant awards will be made by **March 31st**. Additional requests will be reviewed later in the year if PTCO funds are still available. Please note that grant requests will not be approved without appropriate documentation.

The PTO applications address the following four types of requests:

1) **Purchases** – for the one time purchase of specific items needed for classroom and extra-curricular activities. If the item(s) is not a unique item such as a specific software program or set of books, please submit at least two competitive bids with the application when possible.
2) **Student Training Programs** – for costs such as tuition, supplies/equipment, speakers, etc.
3) **Elective Course Support** – for ongoing support of established elective curricula. These funds will generally cover the costs of student materials.
4) **Capital Improvements** – for the purchase of permanent fixed building improvements, i.e., blinds, sound systems, security cameras, etc. These applications must include bids that follow the Cherry Creek School District approved bid process.

ALL FUNDS MUST BE SPENT BY May 31st. If they are not spent, the funds will be returned to the PTO bank account for later use and may be used for a different purpose. If you have any questions regarding the application process, please contact the PTO President (President@PeakviewPTO.com).

Please submit your completed grant proposal by the deadline to the Principal for review.

All items purchased through the grant program become the property of Peakview Elementary School and must be retained by the school in the event the staff person who requested the items is no longer an employee of the school.

Please remember that the Cherry Creek Schools Foundation may be another source of funds – www.ccsdfoundation.org

Thank you for your interest and application.

PEAKVIEW ELEMENTARY SCHOOL GRANT REQUEST FORM
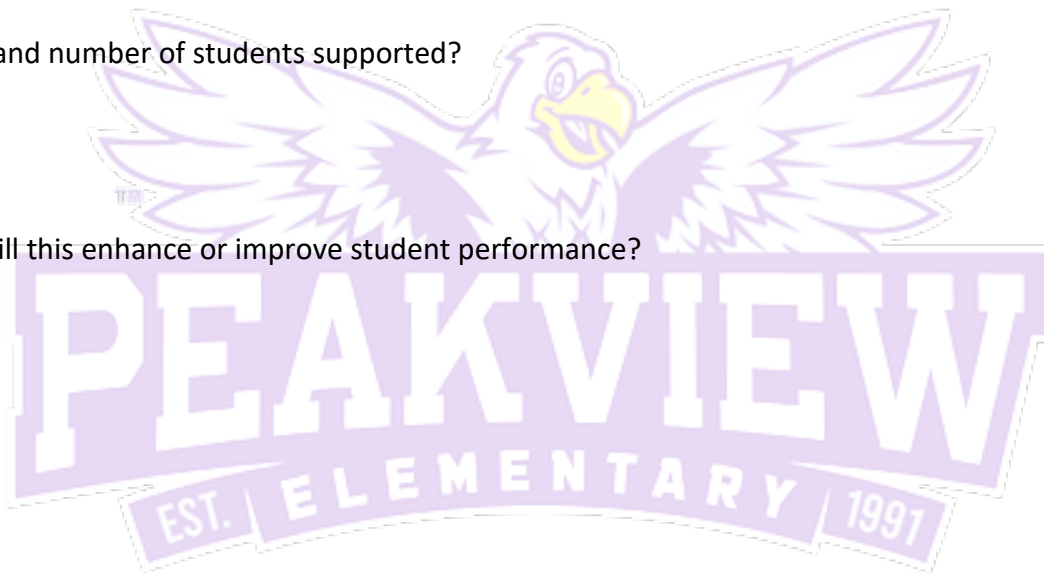
Applicant:

Email:

Request:

Amount requested:

Overall Cost:

Description of Program:

Grade and number of students supported?

How will this enhance or improve student performance?

Evaluation/Results:

Has this request been previously funded? If yes, who funded it previously?

Applicant's Signature   Date

The below approval to be completed by a PTO Member once the Board has voted

Approved by: