

Deadlines throughout the year

• O.P.E.N.	Nov 1 & May 1	own application
• Booster Club	March 1	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
• Tiger Prep	anytime	common app.

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 that support our mission (see 2).
2. Goal is to improve educational, recreational and social opportunities for the children.
Note that we also fund requests that come from outside the schools, provided that they meet our mission.
3. Funding guidelines
 - 1) Board can approve up to \$1,000 without going to members for a vote. The board will decide whether or not to bring it to the general meeting. The Dads' Club prefers to bring all requests to the general meeting, but when timing is important, the Board could decide to approve independently.
 - 2) <\$2,500.00 requires board approval or 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. We consider requests of all amounts. There is no minimum or maximum amount.
5. Any requests over \$500.00. It is recommended that the individual requesting the money attend a meeting and present the request.

Booster Club

1. Athletic Department requests are prioritized
2. Requests are considered for curricular, co-curricular and athletic activities
3. Booster Club will commit funds for large, long-term project
4. Booster Club will not fund projects that benefit only one student or a select few students
5. Principals are asked to prioritize
6. Appropriation Committee meets in late March or early April to act upon requests

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.

Tiger Prep

- Tiger Prep will accept grant applications from the following:
Teachers, aides, administrators, parents, students, and other individuals or outside entities who seek to build skills and improve quality of life for Chagrin Falls students with special needs and other students who would benefit from the specific funding grant.

- All applicants must complete a Chagrin Falls Schools Common Grant Application Form (also available on request from Tiger Prep (info@tigerprep.org)).
- There is no deadline for grant applications, however, applicants are encouraged to submit applications well in advance of an opportunity.
- Applicants are asked to link specifically the benefits of the grant request to Tiger Prep's mission:
Tiger Prep prepares Chagrin Falls students with special needs for an independent, productive and fulfilled adulthood through innovative, functional skills-based programming and collaboration with parents, educators and community partners.
- Applicants who are school staff members who seek funding (e.g., training, direct service programming, etc.) need to describe how they will communicate with other staff, including aides, on what is learned as a result of the funding (e.g., share content of training, outside staff will observe programming, etc.).
- Applicants who seek funding for a program that will reoccur in future school years, may only receive funding for the first year. There is no guarantee of future funding of a program, and applicants need to describe how their program will be funded in subsequent years.

Common Grant Application Form

PTO, Educational Foundation, Dads' Club, Booster Club, Tiger Prep

Applicant (name and phone number) _____ Date _____

School and grade level/department/position _____

Date funds are needed _____ amount requested _____

ITEM(S) FOR WHICH FUNDS ARE BEING REQUESTED: _____

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

Signature of Superintendent _____ date _____

Signature of Building Principal _____ date _____

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

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.

Please indicate the organization(s) that this application is going to:

- Chagrin Falls Educational Foundation: P.O. Box 235, Chagrin Falls, Ohio 44022
 - PTO – one copy to the principal and 1 copy e-mailed 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
 - Tiger Prep
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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 _____

SUPPORT ORGANIZATION USE ONLY

- Approved (full or partial grant) Amount _____
- Rejected

Signature / Title

Date

Signature / Title

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.

