



Grant Application Guidelines

The **Beachwood Schools PTO (PTO)** is a tax-exempt 501(c)(3) organization dedicated to supporting Beachwood students. The PTO's mission is to create, fund and support programs for the benefit of Beachwood City schools, the student body and families. The PTO welcomes requests for funding from teachers, departments and administrators to award grants to support projects that fall under areas of interest.

To apply for a grant or request funding from the PTO, the first step is to submit a Letter of Inquiry. If the PTO is interested in learning more about your funding request, it will ask you to submit a Grant Proposal using the template provided by the PTO.

If the PTO awards you a grant, you will be asked to evaluate the funded program after its completion and submit the Evaluation Report Form to the PTO. The submission deadline is 30 days after completion of the program unless the PTO grants an extension (to be requested in advance of filing date). Failure to timely submit the evaluation will affect consideration of future funding.

To be considered for a grant from the PTO, an applicant must comply with the following grant application procedure:

Areas of Interest

The PTO gives priority to grant applications for programs in the following areas:

- Academic or Extracurricular opportunities for students
- Classroom or school based enrichment opportunities
- Principal/teacher development
- Community events/lectureship

The PTO seeks opportunities to use its grant funds to leverage support from other sources. Therefore, priority may be given to applications that intend to use the grant funds as matching funds.

Deadlines

The PTO has a rolling deadline through the school year. Applications will be considered as they are submitted. A decision is made within 30 days of receipt of the application.

Grant Proposal

Please ensure that you have completed all sections of this form and submitted all information requested. Incomplete forms will not be reviewed. This form must be submitted by email to: pto@beachwoodschoools.org.

The PTO will not consider a Grant Proposal Form and attachments unless they are submitted by email to pto@beachwoodschoools.org

If the PTO awards a grant to the applicant, the applicant shall be required to enter into a grant agreement with the PTO setting out the terms and conditions of the grant, including reporting requirements.

Grant Proposal Application

Date:

Applicant Information (leave blank if N/A)

Name of School:

Name of Department, Club or Program:

Grant Amount Requested:

Project Name/Brief Activity description:

Identify which category the request falls under:

Contact Information

Contact Name:

Contact Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone #:

Fax#:

Email Address:

Project/Program/Activity Information [Not to exceed 4 typed pages, excluding budget]

1. Describe the program to be funded by the grant. Include the following:
 - a) Program location(s)
 - b) The need(s) that will be addressed by the program
 - c) The number of students (identified by grade levels) who will benefit from the program, and how those students will benefit from the program
 - d) Goals/outcomes/outputs of the program
 - e) Staffing (including consultants and volunteers)
 - f) Timeline (including project start and end date)
 - g) If the program involves collaboration, provide information about the collaboration and the other parties involved in the collaboration. Please also submit copies of all

existing or proposed collaboration agreements.

2. Describe in detail how the program will be evaluated, including evaluation tools.
3. If the applicant intends to continue the program after expenditure of the BSF grant, please provide information about future sustainability.
4. Provide a detailed, one-page, line item budget for the project, showing funding sources for all line items.

The undersigned hereby certifies on behalf of the applicant that the information contained in and submitted with this Grant Proposal Form is accurate and complete and that all administrative approvals required for the program have been granted.

Name:

Title:

Signature:

Date:

Administrator Signature:

Date:

NOTE: All Grant Proposal Forms must be signed by the Schools Superintendent