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.
- **Music Lovers** July none

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**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.

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**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.
Common Grant Application Form
PTO, Educational Foundation, Dads’ Club, Booster Club

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

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.
1. Timeline - When do you plan to do this? How long will it take?

2. Will this purchase be shared and with whom?

3. Have you applied for funding from elsewhere? If yes, from what other organization.

4. Assessment – What are the expected outcomes? Who will benefit? How will you evaluate these?