

The “special program” grant can be applied for by PTO members and Stevens Creek Elementary staff. Any unused funds will revert to the general fund at the end of the fiscal year. Guidelines are below.

Annual “special program” grant guidelines (tentative amount \$5000 for 2011-12)

Proposals will be accepted from PTO members and Stevens Creek Elementary staff for the following:

- Projects that improve PTO or Stevens Creek Elementary infrastructure (capital investment) and/or allow for future budget savings.
- Projects to improve the Stevens Creek campus.
- Projects that will enrich the Stevens Creek Elementary curriculum.
- Other projects which support the PTO mission and are deemed appropriate by the PTO board.

Proposals must include:

- A full description of the proposed project. This should include descriptions of how purchases will improve infrastructure or future cost savings, improve the learning environment or enrich the current curriculum. Also include a statement of which (grade levels, classrooms, etc.) and how many children will benefit from this purchase.
- Any projects that include physical changes to the Stevens Creek campus must be reviewed and approved by the Stevens Creek Elementary principal before the proposal is submitted.
- All proposals that would affect class curriculum must have sponsorship from the relevant teachers to be considered. Any such proposals must include statements from those teachers on how the project will improve or supplement their current curriculum.
- A summary of any relevant cost comparisons and research, if applicable.
- A full line-item budget. If there are any recurring costs, an estimate of those amounts and a statement of how those recurring costs will be obtained must be provided. Any request for a recurring cost to be added as a line item to the PTO budget must be voted on by the PTO board.

Proposals must be submitted to the VP of mini-grants by November 1st. All proposals will be vetted by the VP of mini-grants to ensure they follow the above guidelines. Proposals that pass the vetting process will then be reviewed by a quorum of the PTO board, who will vote on which proposals to fund. If all “special programs” grant moneys are not allocated after this initial review, another grant deadline (February 1st) will be set for additional proposals to be considered for that fiscal year.