

Montera PTO Mini-Grants Program 2022-2023 School Year

PURPOSE

The purpose of the Montera PTO Mini-Grant Program is to provide access to PTO funds for proposals that will further the mission of Montera Middle School and the Montera PTO. Our mission, as set forth in our bylaws, is as follows:

The purposes of this organization are to further the mission of Montera Middle School. Montera Middle School is a place where students are challenged to reach their full potential through rigorous and engaging instruction within a safe and caring community. Montera graduates are prepared to excel in high school. We embrace and cultivate the diversity of our school community.

This organization supports educating the whole child both academically and socially, in maintaining high academic standards and expectations, in ensuring that each student will develop and realize his or her fullest potential, and in ensuring that all students have equal access to a broad based curriculum in an environment that fosters dignity and respect for all.

The organization promotes the welfare of Montera students in home, school and community. It supports collaborative relationships between parents or other caregivers and the staff and faculty of Montera Middle School in order to create a climate where students can thrive. It seeks to enhance opportunities for academic, social, cultural and physical education at Montera Middle School. It supports the administration and teachers of Montera Middle School. It raises and allocates funds to accomplish these goals.

CRITERIA TO APPLY

In creating the mini-grant program, it was the intent of the PTO to encourage teachers to pursue innovative ideas to improve the learning experience of students at Montera. We invite creativity in proposals for mini-grant projects. Mini-grant requests may be submitted by individual teachers, administrators, counselors, groups of faculty members, or departments. Please just make sure that your proposal does indeed further the mission of Montera and its PTO. Please review the following criteria in order to ensure your proposed project or activity supports the school's mission in one or more of the following areas:

- Classroom support
- Performing/visual arts
- Extracurricular activities (ie. Lunchtime clubs)
- Individual student sponsorships
- Educational field trips (Buses and transportation to Exploratorium and Chabot are already included and any other trips must be approved by the school administration & OUSD)

APPLICATION PROCESS

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We will consider applications for mini-grants as they are received during the academic year. The mini-grant committee will consider several mini-grant applications twice a year, in the Fall and Spring. The committee will accept Fall applications on or before **October 17, 2022** and review them at the same time with a determination by **October 31st**. After October 31st, but before January 31st. Spring applications will be reviewed and considered by February 5, 2019. However, if the application is one that requires prompt consideration, the committee will do its best to consider it in a timely manner. Please make it clear when you submit your application if you need a determination by a particular date.

The proposal should be submitted on the [form](#) provided on the Montera website (with attachments as needed) and emailed to the Treasurer at Treasurer@monterapto.com or the VP of Academic Enhancement at academicenhance@monterapto.com. Depending on the amount of the grant requested, the committee may, at its discretion, refer the application to the full PTO board for consideration at the next scheduled board meeting. Applicants will be notified of determinations made concerning their grant requests following the decision of the committee.

MINI-GRANT COMMITTEE

The mini-grant committee is comprised of the co-presidents, 1st VP, and VP of Academic

President@MonteraPTO.com VP@MonteraPTO.com AcademicEnhance@MonteraPTO.com

In order to avoid conflicts of interest, a committee member must not be a principal participant of a mini-grant proposal. Mini-Grant Committee Responsibilities:

- Review applications within the required deadlines as specified herein.
- Solicit additional information if necessary to ensure the viability of the proposed event/project, including Montera Administration as needed.
- Ensure that total awards do not exceed the PTO mini-grant budget.

MINI-GRANT PROGRAM POLICIES

In any given school year, the Montera PTO may, as funds are available, establish a pool of available funds for mini-grants during the budget process.

Mini-grant award decisions approved by the committee or board are final. Mini-grant applicants may apply for more than one grant, as long as they are for different classes, groups, or activities. Funds are limited, however, and we may be able to grant only one of your proposals. Therefore, if you apply for more than one mini-grant, please prioritize your proposals for us.

For approved mini-grants use the “PTO Check Request Form” for reimbursement. The PTO will reimburse the applicant after receipts have been submitted or, if more convenient, the PTO will provide a check directly to the vendor.

The approved mini-grant project must be implemented and completed by the end of the school year. The grant fund does not “carry over” into the next school year. If the mini-grant is not implemented and completed during the school year, any monies received for uncompleted grants must be refunded to the PTO.

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All check requests for reimbursement for Fall must be submitted for payment by February 1, 2023 and for Spring by May 24, 2023 any remaining balance on an approved mini-grant will be returned to the PTO's general fund.