

J.O. WILSON PTA CARDINAL GRANT PROGRAM POLICY

School Year 2023 - 2024



The J.O. Wilson PTA is pleased to offer the Cardinal Grant Program, which makes additional funding available for academic and extracurricular enrichment and community-building. For 2023-2024, the following types of Cardinal Grants will be available:

- Classroom (up to \$100 per grant)
- Grade Level (up to \$500 per grant)
- Enrichment & Community (up to \$500 per grant)

Grant applications will be available starting on Tuesday, October 3, 2023, and will be considered throughout the school year, subject to availability of funds. Email info@jowilsonpta.org with any questions.

Grant applications will be reviewed and approved the last Tuesday of each month at the regularly scheduled monthly J.O. Wilson PTA Board meeting. Applications must be submitted by the Thursday before each regularly scheduled PTA Board meeting. The Board may consider applications that demonstrate time sensitivity on an expedited basis, and such applications still require at least 5 business days for review.

Classroom Grants: Each J.O. Wilson classroom teacher, including each special education and specials teacher, is encouraged to apply for a grant of up to \$100 to support their classroom activities. Classroom grants may not be used for food or drink at class celebrations.

Grade Level Grants: The PTA has ten \$500 grade level grants available, with each grant intended for collective efforts within:

- Each grade PK3 through 5;
- Special education/self-contained classrooms; and
- Specials (P.E., Media Studies, Performing Arts, Art, Music, Spanish).

Teachers in a grade level or group should work collectively to submit requests for how they would like to use their grant funds. Each teacher in the grade/group must support a grant proposal.

J.O. WILSON PTA CARDINAL GRANT PROGRAM POLICY

School Year 2023 - 2024

* Ex: All three 1st grade teachers could submit a team application to receive \$500 to help pay for a field trip for the entire grade to enjoy.

* Ex: All specials teachers could submit an application to receive \$500 to help with a collective specials event.

Enrichment & Community Grants: Up to \$500 per grant is available for efforts to support extracurricular enrichment and community-building opportunities for J.O. Wilson students and families. Applicants may be teachers, staff, administrators, coaches, clubs, and J.O. community members. Enrichment & Community Grants are intended for non-classroom activities. The J.O. Wilson PTA Board anticipates awarding multiple grants in the \$250-\$300 range; however, up to \$500 is available for applications that seek to serve a significant number of students or families or that demonstrate a unique need for greater investment. Applications that will benefit multiple grades are encouraged. Proposed community-building activities must reflect equity and inclusion principles.

*Ex: A coach would like to purchase additional equipment/gear for a team.

*Ex: A club would like to purchase supplies for an activity.

*Ex: A group of families would like to create a J.O. Wilson-affiliated scout troop.

How do I apply for a grant?

To apply for a Cardinal Grant, complete and submit the [online application form](#).

May the same individual receive more than one grant?

Yes. Each teacher may receive up to \$100 for Classroom Grants, and may submit multiple proposals. However, a single teacher will not be awarded more than \$100 total over the course of the school year.

Teachers who receive Classroom Grants, may also be named applicants on Grade Level Grants. Grade level teams may submit multiple proposals for Grade Level Grants. However, the total amount awarded to the grade/group over the course of the year will not exceed \$500 (e.g. two specials teachers may receive a grade level grant for \$250, and all specials teachers may receive another grant for \$250; each grant must be supported by all specials teachers).

Teachers who receive Classroom and Grade Level Grants may also apply for and receive Enrichment & Community Grants.

Are there restrictions on the uses of grant funds?

J.O. WILSON PTA CARDINAL GRANT PROGRAM POLICY

School Year 2023 - 2024

Classroom and Grade Level Grants may be used to fund projects, materials, performances, field trips, or other items and activities that enrich and enhance students' educational experience.

Cardinal Grants may not be used for professional development or for expenses that don't directly benefit J.O. Wilson students or families.

The purpose of a Cardinal Grant is to supplement, not supplant, available school funding. In other words, a Cardinal Grant can't be used to support an expenditure for which there are available funds within the school's budget.

Any items purchased through the Cardinal Grant Program are for the benefit of J.O. Wilson Elementary students and are considered property of J.O. Wilson Elementary school. If an awardee leaves J.O. Wilson Elementary school, any items purchased through the Cardinal Grant Program must be returned to the PTA so that they can be re-distributed at the school to further benefit J.O. Wilson students.

How are applications reviewed and approved?

Applications will be reviewed first by Principal Brunson to determine whether budgeted school funds are available to fully or partially fund the proposal. After certification from Principal Brunson that budgeted school funds are not available, the J.O. Wilson PTA Board will consider and vote on the application. Approval will be based on the application's adherence to the standards and goals outlined in this policy. Consideration will be given to other funding efforts and sources the applicant has explored or obtained for the proposal. Enrichment & Community grants will be awarded subject to availability of funding.

How are funds distributed?

Once an application is approved and, if applicable, all invoices or proofs of purchase are received, funds will be distributed within 10 business days. Distribution may be made in one of two ways:

1. The J.O. Wilson PTA makes a direct payment for the approved item(s) or services; or
2. The J.O. Wilson PTA reimburses the grant awardee based on a completed reimbursement request form and invoices or other proof of purchase submitted.

Are there any additional requirements after receiving approval and funding?

Grantees are encouraged to submit to the J.O. Wilson PTA documentation and/or photographs showing that the funds were used for the purposes set forth in the grant application. Recipients of Community Grants are encouraged to work with the PTA to execute their plans.