



Old Farmers Road School PTO

51 Old Farmers Road, Long Valley, NJ 07853

(908) 876-3865 | www.ofrspto.org

Teacher Grant Program Guidelines

The Old Farmers Road School PTO is pleased to offer its Teacher Grant Program for the current school year. The PTO considers the Teacher Grant Program to be an investment in creative and innovative ideas that support the curriculum and enhance student learning. The program is intended to encourage the exploration and development of new teaching methods and educational resources that benefit OFRS students.

The Executive Committee shall annually establish a grant budget of up to \$5,000 during the budget process. Individual grant awards shall not exceed \$500. No capital improvements, personal compensation for teachers, or textbook purchases will be considered. Awarded funds must be used during the current school year for school-related educational purposes. Any items purchased with Teacher Grant Program funds shall remain the property of Old Farmers Road School and are intended for use in support of its educational programs. If a staff member leaves the district or changes schools, these items shall remain at OFRS.

Requirements and Procedures

1. All applicants must be members of the OFRS PTO.
2. Each teacher may submit one application, either individually or as part of a group.
3. ***Supporting documentation, if applicable, should be attached to the application.***
4. Completed applications should be submitted to the Principal. The Principal will review each application to ensure it aligns with the school's curriculum and instructional goals.
5. Applications will then be forwarded to the Executive Committee. The Executive Committee will approve or deny proposed grants based on the evaluation criteria outlined below.
6. The Executive Committee will announce approved grant recipients at the next PTO general membership meeting. Grant recipients will present a brief summary of their grant to the general membership.
7. The PTO President will distribute grant approval letters detailing the amount awarded. The PTO Treasurer will coordinate payment or reimbursement of approved grant expenses.

Evaluation Criteria

- Benefit to students and enhancement of instruction - 40%
- Creativity and educational value - 25%
- Ability to replicate or sustain the project with minimal ongoing budget impact - 20%
- Overall alignment with the purposes of the Old Farmers Road School PTO - 15%

Important Dates

Grant applications will be accepted throughout the year. The deadline for submission of grant applications is February 1 of each school year to allow sufficient time for review, approval, and use during the current school year. If a potential applicant wishes to submit a time-sensitive application after the deadline, they may contact the Executive Committee.

Grant applications should first be submitted to the Principal for approval. Once approved, applications should be emailed to president@ofrspto.org or placed in the President's folder in the PTO mailbox.

The Grant Application and Teacher Grant Program Guidelines are available on the OFRS PTO website at www.ofrspto.org.

If you have any questions regarding the Teacher Grant Program, please feel free to contact us.

Sincerely,

OFRS PTO Executive Committee