

Criteria for Projects (Grants)/Discretionary Funding Requests

Executive Board Approval 1/9/2025

PTGO Budget Allocations Defined

- Teacher Allocations: Individual classroom or teacher funding.
- Grade Level Allocations: Grade level funding for field trips, this varies per grade depending on grade level needs.
- Long Term Discretionary Funding: Longer term, higher cost, grade or school level funding for priority needs
- **Project/Discretionary Funding:** Teaching staff of RPES, PTGO Executive Board, and members of the PTGO community may submit a request for Discretionary or Project (Grant) funding through the PTGO website at <https://www.riverparkptgo.com/grant-request/>.
 1. **Discretionary Funding (funding less than \$1000):**
 - Could include things that need to be funded annually or not.
 - Annually funded projects can be graduated to budget line items at the discretion of the executive board the following year.
 - Rolling applications accepted, no deadlines.
 - Grade level impact.
 2. **Grant Funding (funding greater than or equal to \$1000):**
 - These projects **need** to have an ongoing impact from one time funding and include a sustainability plan.
 - These projects should be considered by the PTGO Grant Committee to assess if [Grant Funding from another source is readily available](#).
 - To allow time to consider all funding options, Grant applications will follow certain deadlines: For example: 3 apply by dates/year with 3 announcement dates of awarded grants/year.
 - Grade level impact.
 - Discretionary Funding greater than \$1000 will be saved for discussion during the boards annual budget planning for the following year to consider if the proposal will be added as a line item.

How Much is Available?

Yearly budgets for Discretionary + Grant funding are determined annually and dependent upon:

- Any carryover of discretionary funds from the previous school year
- Proposed budget amounts based on expected revenues
- Overages in revenues not designated for the Long Term Discretionary Fund

Due to the unpredictability of these sources, the total amount of funding available at the start of any school year will vary. Once discretionary and grant funding are exhausted, additional requests will be returned or placed on hold until additional funding is secured, or deferred to the next budget year.

Funding & Disbursements

All Requests will be reviewed and voted on by the Executive Board.

- The Executive Board votes whether to approve or deny all or part of the requested amount and reserves the right to place a request on hold pending additional information or clarification.
- Members can submit Discretionary funding requests during a meeting, but the Executive Board reserves the right to defer the review depending on the given time constraints of the meeting.
- If approved, the PTGO Executive Board will make every attempt to fund the request within a timely manner after receiving an invoice or receipt.
- If the final cost exceeds the amount approved by more than 10%, then a new request will need to be issued for the additional invoiced amount.