



CCSD PARENTS' COUNCIL GRANTS

The purpose of Cherry Creek Parents' Council is to promote the exchange of ideas among parent representatives of all schools in Cherry Creek and to serve as a vehicle of communication within the CCSD District for parents, teachers, administrators, the Board of Education, and the community.

GRANT CRITERIA

The Cherry Creek Parents' Council has established a Grant Fund to support current and establishing PTCO/PTO organizations within our Group Exemption roster. To qualify for a grant from the Parents' Council an organization must:

- have paid current fiscal year dues*,
 - have all required documentation on file with CCSD Parents' Council*,
 - have required President & Treasurer training completed.
- *Not applicable to forming or reestablishing PTCO/PTO organizations.

CCSD Parents' Council Grants are intended to assist a PTCO/PTO Board adhere to the recommended Administration Operating Expense limits (no more than 3-5% of current year operating budget) with individual grants ranging in value from \$1-500, while current year budgeted funds are available. These grants are NOT intended to directly support the school or students of the requesting PTCO/PTO. Examples of administrative expenses that can be supplemented, but not limited to:

➤ Start-up Cost ➤ Insurance Cost ➤ Laptop Expense ➤ Accounting Software

GRANT REQUEST PROCESS:

Grant request cycle will run concurrently with and must be used during the current fiscal calendar they are requested. All requests must be submitted by May 31st of each fiscal year to ensure adequate time to review, approve/decline and fund prior to the end of the fiscal year.

Grant Request will be communicated with the Executive Board upon receipt for review. The Executive Board will hold a vote to fund a request at the immediate succeeding Executive Board meeting. Executive Board members who have voted in-person or in advance electronically will constitute a quorum, members with a direct conflict of interest will abstain from voting. The outcome shall be conveyed to the requesting PTCO/PTO and payment issued within 7 days of approval.

- Complete Grant Request Form.
- Attach supporting documentation:
 - Current Budget including Proposed vs Actual to date.
- Invoice/Quote, if applicable.
- Submit Grant Request Form & documentation to: treasurer@ccparentscouncil.org

Submit Grant Request Form, current budget, and supporting documentation to:
Treasurer@ccparentscouncil.org

