

EASTLAKE HIGH SCHOOL PTSA GRANT GUIDELINES FALL 2011

Mission

The Eastlake PTSA engages in programs and activities which enhance the Eastlake experience for students, staff members and parents.

The Eastlake PTSA will strive to ensure that staff members, parents, and students ideas and opinions are heard and valued.

The Eastlake PTSA will promote a safe and harmonious environment where staff members, students and parents respect one another and are a part of the community at large.

Who May Apply

Eastlake principals, teachers, staff and student/parents on behalf of a school sponsored club are eligible to apply.

Applicants may apply individually or as a group (e.g. a club or department) but may only submit one grant application per equipment/activity/project.

No applicant may submit more than one grant application per cycle.

Grant Specifics and Important Dates

Eastlake PTSA has budgeted \$25,000 for this grant cycle to help fund EHS equipment, activities and projects.

To be considered for grant funds, complete the application form and return to the PTSA box in the EHS Mailroom by 3pm September 20, 2011.

Awarded grants will be announced November 1, 2011.

Grant funds must be used by June 30, 2012 or funds will be returned to EHS PTSA.

Please direct questions about grants and payment procedures to Sandra Stull at 425-837-9565 or treasurer@ehsptsa.org

Selection Criteria

Equipment/activity/project has specific uses, objective and goals that are aligned with the PTSA mission, LWSD's curriculum and grade level targets.

Equipment/activity/project strengthens/enriches academic or social performance.

Equipment/activity/project complies with LWSD and EHS guidelines and objectives.

Alternative funding sources are limited or not available.

Application is clearly written, complete and includes an itemized budget.

Non-fundable items:

- Money spent on program, activities or supplies prior to grant award.
- Teacher salary or release time
- Non-instructional consumables (including food and incentives)
- Graduate study, conferences, seminars or study abroad
- Computer-related projects not recognized by LWSD technical support.
- Transportation expenses

Common reasons grants do not get funded:

- *Benefit to students and school too limited or not clearly defined*
- *Lack of a detailed budget*
- *Lack of supporting documents or a well thought out plan*
- *The application was submitted after completion of project or the purchase of materials*
- *Alternative funding sources were not disclosed or pursued (i.e. Clubs: fundraising; Staff: building funds)*
- *The project is outside the required timeline*

Things to Remember

- Grant applications are read by community members. Please be clear and concise to help the committee understand the value of your project.
- Grant equipment/activity/project should directly involve students as fully as possible.
- *Grant equipment/activity/projects can be co-funded with external granting agencies like Rotary, LWSF, ASB or Booster fundraising efforts. Make sure to include this information in your budget.*
- It is acceptable to base your application on a previously funded grant. It does not have to be the same applicant as the original submittal.
- Submittal of a replication grant does not guarantee funding. Each grant application will be considered on its own merits during each grant cycle.

GRANT REQUIREMENT CHECKLIST – FALL 2011

Grant applications that are incomplete will not be funded. Before submitting your grant application, take a few moments to complete the following checklist to ensure that all of the required information has been included.

General Requirements

- The applicant is an Eastlake principal, teacher, staff, student or parent (on behalf of a school sponsored club).
- The principal has read, signed and dated the proposal.
- The authorized Eastlake PTSA application form has been used.
- The Statement of Commitment has been signed.

Supporting Documentation

- The titles, quantities and costs of books, CD's, videos, software, etc. are listed and attached

Budget

- There are no requests for reimbursement for money that has already been spent.
- A detailed, accurate budget has been attached.
- Other possible funding sources have been disclosed.

Repeat Requests

- Information has been included to show how this new request will continue to support or expand last year's program.

STATEMENT OF COMMITMENT – FALL 2011

If I receive a grant from the Eastlake PTSA I will:

1. Obtain approval from the Eastlake PTSA Board for any changes to the budget of the original grant application.
2. Return any unused funds to the Eastlake PTSA. Please note, any expenditure not verified by receipt will not be considered a valid expenditure.
3. Any equipment, materials or resources purchased by this grant become the property of the Lake Washington School District in accordance to LWSD requirements.
4. Understand that Lake Washington School District assumes all liability associated with the purchase of equipment, materials, resources or consulting services with the grant monies.
5. Identify the Eastlake PTSA as the funding source in any and all publications.
6. Give permission to the Eastlake PTSA to use any and all materials received with this application for promotional purposes.

Grant Applicant Signature

Date

Advisor (if Student or Parent Applicant)

GRANT APPLICATION – FALL 2011

Name of Program/Proposal: _____

Subject area(s) of project (i.e. math, reading, club): _____

Number of students expected to participate in this project: _____ Grade Level(s) _____

Total dollar amount requested from the PTSA \$ _____

Summary (two or three sentence description of the project): _____

Explain purpose and details of the project. (include how the project will be implemented, describe proposed activities and tasks: *Attach supporting documentation*) _____

Grant Applicant (or Sponsor, if applicant is not a teacher, administrator, or principal):

Name: _____

Staff Position: _____ School Direct Phone: _____

Email: _____ Home Phone: _____

Principal's Support: *I have read this proposal and certify that this would be an appropriate use of funds for our school and will support its implementation. It is compatible with Lake Washington School District goals and policies but cannot be fully funded through our building budget.*

Principal's Name: _____

Principal's Signature: _____ Date: _____

Submit completed Grant Application to:

Eastlake High School PTSA
PTSA box in Mailroom

Applications must be received no later than 3:00pm on September 20, 2011

Applications received after the due date and time will not be considered for the current grant session.

Please make and retain a copy of this application for your records.

