

McCarty Elementary PTA Grant Program
2017-2018 Grant Application Page 1

Who May Apply

All Teachers and staff at McCarty Elementary that are current PTA members are eligible to apply for grants under this program. Teachers and staff may apply individually or collaboratively.

When to Apply

Application Deadline: **November 1st, 2017**. Applications will be accepted at any time until the deadline.

Recipients Announced at PTA Meeting: **November 16th, 2017**. Applicants should be present at PTA Meeting when approved grants are presented to PTA General Membership for final approval.

How to Apply

Applications may be left in the PTA Treasurer mailbox or email to Mccartymustangspta@gmail.com. Applications will be reviewed by school principal and the PTA Executive Board. Approved applications will be presented for a vote by the general membership for funding.

How the Grant Works

Please see the reverse of this page for a detailed description of how the grant is administered, the approval criteria, and grant terms and conditions. If you have additional questions, please email the Executive Committee at mccartymustangspta@gmail.com

Applicant Name(s): _____

Contact Phone Number: _____

Contact Email: _____

The McCarty Elementary PTA thanks you for your participation in this program, and for all the careful and creative thought and hard work that your application represents. Our school community is enriched by your efforts and dedication.



Application Title: _____

Date Received: _____

McCarty Elementary PTA Grant Program
2017-2018 Grant Description

The McCarty Elementary PTA is pleased to announce the PTA Grant Program, available to teachers and staff that are current PTA members. This is the first year of this program, and we appreciate your understanding as we all learn the most effective ways to implement the grant program. Please give serious consideration to applying for a grant this year; a successful start with many grant awards will provide the best possible foundation for a permanent PTA Grant Program.

Purpose of the Grant

The vision of the PTA is to make every child's potential a reality. The mission of the PTA is to be a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.

In line with this vision and this mission, the purpose of the PTA Grant Program is to provide funding to enrich and enhance students' educational experiences and well-being in the school setting, to support teachers in their creative and innovative thinking, and to provide a critical link between the PTA and the school faculty.

Grant Funding

The grant program is made possible solely by the fundraising efforts of the PTA.

Grant Committee

The Grant Committee is composed of the McCarty Elementary PTA Executive Board.

Grant Criteria

All ideas are welcome. No idea is too small to be considered. We would love to approve every grant!

1. Proposals will be considered in totality to allow decisions based on equity among grades, and classrooms.
2. The goal of the Grant Program is to benefit as many students as possible. Therefore, preference will be given to proposals that benefit students in multiple classrooms or students in the same classrooms over multiple years.
3. Preference will be given to grants that support in-house programs over grants that pay for talent or experience outside of the school staff and the school.
4. Proposals that are denied solely because of insufficient Grant Funds are encouraged to be resubmitted the following year, and will receive preferential consideration at that time.
5. PTA Grant Funding will not be awarded for projects or materials that are normally provided by the school district.

Grant Terms and Conditions

1. All items purchased through the PTA Grant Program become the property of McCarty Elementary School.
2. Grant recipients will be supplied with the PTA's tax ID number so that sales tax will not be applied to the purchase.
3. Grants will be paid out in one of two ways:
 - a. Grant recipients may provide invoices to the PTA Treasurer, who will write the checks and notify you that payment has been made. We prefer that recipients use this method, particularly for larger expenses.
 - b. Grant recipients may pay for expenses directly, and then request reimbursement from the PTA Treasurer. Recipients will be required to fill out a voucher form to request reimbursement and to attach receipts totaling the amount of reimbursement. Requests for reimbursement must be submitted within two weeks of the date the recipient pays the expense, and in no event later than May 10, 2017. Receipts must be dated after the grant is awarded, as the grant is not intended for expenses incurred prior to receiving an award.
4. After students have benefited from the grant (or begun to benefit in the case of an ongoing program), grant recipients agree to submit a brief (one page) report to the PTA, and to present that report at a PTA meeting. The report will describe the project or activity and explain how students have benefited from the grant. The PTA looks forward to celebrating, promoting, and publicizing the efforts of the grant recipients and their accomplishments with the grant program. Grant recipients are invited to submit materials that could help showcase their projects, if appropriate. Information from the reports and any other submitted materials may be used in the monthly PTA newsletters, the PTA website, and during appropriate school events (such as Curriculum Night and Open House). The more that parents and teachers are made aware of the benefits of the PTA grant program, the greater support it will have in years to come.

End of Application

Application Title: _____

Principal's authorization (signature): _____

Additional information/clarification requested: _____

Response: _____

Notes: _____

Proposal Approved: no___ yes___

If Yes :

Amount Approved _____

Date of general membership meeting for vote: _____

Applicant notified of meeting date/time for vote by PTA president _____

If No:

Applicant notified of decision by PTA president: _____

PTA President Signature _____ Date _____