

# **EZ Grant Guidelines and Application**

## **2012-13**

While the PTA strives to spend money donated in the year it is received, this has to be balanced with being fiscally responsible from year to year. Most years there is a small surplus of funds. This surplus will now be allocated 1 to 2 times a year, using the EZ Grant Process. The EZ Grant is a request for a project, program or item that is in alignment with the Ben Franklin PTA mission.

Any Parent, Teacher, Administrator or Community Member is welcome to complete an EZ Grant application. All applications will be evaluated by the EZ Grants Committee. This Committee will make recommendations to the PTA Board of Directors for approval. Grant amounts over \$5,000 will go to the PTA General Membership meeting for final approval.

Ben Franklin PTA Mission: "We provide a Forum for Parents, Teachers, Administrators and the Community to enhance the learning environment for our students."

### **EZ Grants Committee will evaluate applications, based on:**

- Alignment with the Franklin PTA mission. "Learning environment" has been broken into:
  - Improving Student Performance (Academics)
  - Improving Student Character (e.g., values)
  - Improving the Student environment (e.g., safety, infrastructure, equipment)
- Higher consideration is given to those requests that benefit the largest number of students.

### **For your EZ Grant to be considered, it must:**

- Be received by the due date
- Have accurate cost amounts (attach detailed budgets, bids, estimates if you can).
- Be submitted to the Principal prior to the due date for an initial review should there be school, district, supervision or other concerns. Submission should be via e-mail or through the office.

### **EZ Grants:**

- Are one time funding. They are not a promise or guarantee of future funding of a program.
- Cannot be used to reimburse purchases already made.
- Cannot fund salaries.
- Property purchased, becomes the property of the School.

### **EZ Grant Applications are due:**

- **Wednesday, October 31, 2012**, with anticipated award announcement date of November 9, 2012.  
Second submission if surplus funds still remain -
- **Wednesday, January 23, 2013**, with an anticipated award announcement on February 8, 2013.

**EZ Grant Applications are to be placed in the folder marked "EZ Grants" in the PTA Box in the office.**

Any questions should be directed to the PTA Co-Presidents ([president@mybenfranklinpta.org](mailto:president@mybenfranklinpta.org))

**Ben Franklin PTA  
2012/13 EZ Grant Application**

<b>Grant Title:</b>	
<b>Amount Requested:</b>	
<b>Date:</b>	
<b>Submitted By:</b>	
<b>Contact email &amp; phone number:</b>	
<b>1. Describe your EZ Grant request:</b>	
<b>2. Does this Grant improve Student Performance (Academics)? If so, how:</b>	
<b>3. Does this Grant improve Student Character (e.g., Values)? If so, how:</b>	
<b>4. Does this Grant improve the Student environment (e.g., safety, infrastructure)? If so, how:</b>	

**5. Specifically, how many students would benefit from this Grant? Which Grades?**

**6. If the grant is approved, does the request require maintenance or ongoing financial support? And if so, explain how that will be accomplished:**

**7. Have other funding sources been investigated for this request?** (For example: LWSD, GEAC - Gifted Education Advisory Council, LWSF - Schools Foundation)

**8. What will happen if funding is not provided?**

**9. Any other information you would like the EZ Grants Committee to consider?**