



November 6, 2012

PTSA Grant Review Committee 2012-2013

Request for Grant Proposals

DUE FRIDAY, DECEMBER 7th

The Carl Sandburg/DCS PTSA elected a Grant Review Committee at the October 25th General Meeting to evaluate proposals for grants from surplus PTSA funds and to make recommendations for grant awards to be considered at the January 24th General Meeting.

The current PTSA Budget includes \$1,000 for unspecified grants from surplus funds. Additional surplus funds could also be made available for grants, since the 2012 Dance Marathon fundraiser received more than enough donations to pay for current PTSA operating and program expenses.

This purpose of this additional funding would be to support students, teachers, staff, and school needs. In keeping with the PTSA mission, funds requested shall support programs, projects, and materials that:

- Enhance the learning environment for all students;
- Serve as a relevant resource for families, teachers, staff, and administration in our school community; and
- Advocate for the education and well-being of every child.

PTSA GRANT REVIEW COMMITTEE – MISSION:

The Carl Sandburg/DCS PTSA Grant Review Committee serves to identify, encourage, and direct a flow of resources from the community to enhance education for all students. The goals of the committee are:

- To fund programs, projects, and materials that enhance the learning environment through classroom and curriculum support, community building, and/or providing for the health and safety of our students;
- To address unforeseen needs arising from construction of the new school building; and
- To advise the PTSA Board and general membership on funding priorities for the grant proposals received.

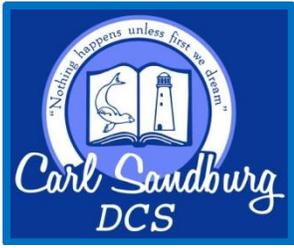
APPLICATION PROCEDURES:

PTSA Grant Applications may be submitted by any teacher, staff member, parent, and/or student. Please note that any grant proposals written by a parent or student will need a teacher or staff member's signature on the grant application showing support of the requested grant.

- To be considered for a grant, all PTSA Grant Applications must include a completed PTSA Grant Application Form (see back) and provide complete details and cost of the request.
- PTSA Grant Applications will need to be returned to the Main Office in an envelope marked "Attention: PTSA Grant Review Committee" no later than Friday, December 7th.
- ALL PTSA Grant Applications will be reviewed in December, 2012. Grants recommended for approval by the PTSA Grant Review Committee will be presented at the PTSA General Meeting on January 24, 2013, for approval by membership vote. All surplus fund grants awarded must be expended before June 30, 2013.
- Kindly direct any questions to the PTSA at tk.harrington@frontier.com.

Please find the PTSA Grant Application Form on the back of this sheet.





PTSA Grant Review Committee 2012-2013

PTSA GRANT APPLICATION FORM

DUE FRIDAY, DECEMBER 7th

Date Submitted: _____

Grant Proposal Title: _____

Total Amount Requested: \$ _____

Grant Requestor: _____

Grant Requestor Status -CIRCLE ONE: Teacher Staff Member Parent Student

If Grant Requestor is a parent or student, please provide the name of a teacher or staff member who supports this grant request: _____

Grant Requestor's Contact Information -

Email: _____ Phone: _____

Please describe your grant request in detail. Indicate how it will benefit Carl Sandburg/DCS students, teachers, and/or staff members and help meet the goals of the school and PTSA. Attach a separate sheet, if needed, using this form as the cover sheet of your grant request. Attach any documentation to support your request, such as pictures, quote, and/or webpage info.

Please provide breakdown of all costs in your grant request:

Cost of Item(s): \$ _____ Shipping: \$ _____ Tax: \$ _____ Total Cost: \$ _____

If you received a price quote, does the quote expire? Yes ___ No ___ If so, when? _____

How many students will this grant impact? _____ What grade level(s)? _____

Will there be any maintenance cost associated with this grant request? Yes ___ No ___ if so, provide details: _____

By signing below, I acknowledge that the grant application is complete, including a teacher or staff member's signature if this grant proposal is submitted by a parent or student. I understand that this is a request and that not all grant requests will be awarded. I also understand that all grant awards must be expended before June 30, 2013.

Grant Requestor Signature: _____

Teacher or Staff Member Signature: _____
(If proposal is submitted by parent or student)

FOR PTSA USE ONLY:

Date Received by PTSA: _____ Amount Recommended: \$ _____ Amount Approved: \$ _____

Check Made Payable to: _____ Date: _____ Check Number: _____