Crossroads Elementary School PTA Grant 2013-2014

Who may apply for a grant? Any current member, parent or staff, of the Crossroads Elementary School PTA with an event/purchase that will enhance the health or educational experience of students.

When may I apply? Applications will be accepted from September 19th, 2013 (first PTA Membership meeting) through May 30th, 2014. Applications will be considered by the PTA officers until funds are depleted. Applications must be received a minimum of 30 days in advance of the event, *exceptions may be granted for October events/purchases*. We encourage you to submit your application early in the year, even if your event/purchase will not take place until late in the year.

How do I apply? In order to apply for grant funds, you must complete the attached Grant Application (electronic file available online). If a parent is the primary applicant, then the classroom teacher(s) must also sign the application. Two or more classrooms may submit applications to be considered jointly (primary applicants may be parents or teachers). *Teachers who only co-sign the grant application do not need to be PTA members.*

Completed applications should be placed in an envelope labeled ***PTA Grants*** in the PTA mailbox in the school office.

How may the funds be used? We encourage you to submit applications for materials that will enhance an existing curricular unit or for a project that would be new to the classroom or grade. Funds may also be used for event costs. Funds will be distributed after the itemized budget has been approved.

Is there a budget limit? Total grant proposals may not exceed $200 per classroom per year. For joint applications, the $200 limit is per classroom and $400 total. Your itemized budget should include all relevant taxes and fees (shipping & handling, etc). Estimated costs are okay as long as they are supported. **Any money not used for the approved expenses must be reimbursed to the PTA.**
The PTA has set aside $2,000 total for grants for the 2013-14 academic year. All applications will be reviewed and/or approved on a first come, first served basis following the evaluation guidelines.

How will my application be evaluated? PTA Officers will evaluate the application based upon how the proposed project, item, or event supports our students. Evaluation will also consider the number of students impacted. Priority will be given to classrooms that have not yet received PTA Grant funding for current school year. In most cases, only a single application for a given classroom/teacher will be considered at a time.

How will I receive my funds? Grantees will receive a check from the PTA within two weeks after receipt of the completed Reimbursement and Report forms (included with award letter).

Funds granted by the PTA must be utilized in the same academic year. Funds not dispersed by July 21st, 2014 will be forfeited, unless approval was obtained, in writing, from the PTA.

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Grant Request Application

See attached guidelines for eligibility and other important Crossroads Elementary PTA Grant information.

Primary Applicant: _____ Role (Parent/Teacher/Etc): _____

Grade Level(s): _____

Phone: _____ Email: _____

Title of Proposed Event/Purchase: _____

Date of Proposed Event/Purchase: _____ Total Estimated Cost: _____

Amount Requested: _____

Has the Primary Applicant applied for a PTA Grant before? Yes No

If yes, when?:

On a separate sheet of paper, describe the event or proposed purchase. Include the following:

- A paragraph describing the event/purchase
- The number of students who will be directly impacted
- An itemized budget

PTA grants are to be used solely for the advancement of the health or education of the students of Crossroads Elementary School. **Purchased items, will be the property of the PTA and must remain on school property unless approved by the PTA. If the grantee permanently leaves the school, the purchased item must be returned to the PTA.**

I acknowledge that all grant awards remain the property of PTA
Primary Applicant Signature/Date: _____
I acknowledge the above statements and support this grant request

Classroom Teacher Signature/Date: _____

PTA Office Use Only Date Received: _____ Active PTA Member: Yes No

Prior Grant App: Yes No

Officer Approved: _____ _____ _____ _____ _____

Officer Rejected: _____ _____ _____ _____ _____

Amount Awarded: _____

Revised 9/9/13