

Eastchester High School PTA Grant Application

Mission Statement

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Goals

1. Conduct purposeful fundraising to support EHS students, staff, programs, and events.
2. Educate the EHS Community on ways to advocate effectively for the education, health, and safety of our children.
3. Promote humanitarian efforts that reach out to our community and provide services to those in need.
4. Support and encourage the EHS staff and administration through various grants, staff appreciation activities and classroom volunteer efforts.
5. Maintain effective lines of communication within our school.
6. Provide opportunities to foster social connections that build a cohesive school environment for all students and families.
7. Enrich the education of our students in the areas of literacy, math, science, and the arts by sponsoring programs and events in these areas.
- 8.** Educate the EHS community on what our PTA does and develop a plan to expand participation.

Deadline for Applying for Grants:

Grants Due	Decision Made
December 31 st	EHS PTA Board Meeting in January

The EHS PTA welcomes grant requests from the staff of Eastchester High School.

Our purpose is to help fund programs for students.

The EHS PTA funds grants for educational and enrichment programs affecting a large number of students both school and classroom wide. Funds should not be used for individuals.

Funds are limited and availability may vary from year to year.

The EHS PTA board of directors will review applications prior to them being voted on at a general meeting.

Grant applicants should be prepared to answer questions during this review process and at the general meeting.

Applications may be granted fully, asked to be re-written, be partially funded, put on hold or denied. Incomplete forms or forms without approval signatures will not be accepted.

Funds are granted based on a one-year commitment only.

Applications must be re-submitted each year and will be subject to funding availability and goals of the current board.

Grant applications must address at least one of our PTA's identified areas of focus as stated in our Mission Statement above (increased communication, student enrichment, increased parent involvement and reading enrichment programs).

Items purchased by the EHS PTA must remain on school property should the teacher become employed elsewhere.

Teachers should make arrangements to visit another PTA meeting later in the school year to share success of item/program with the board.

Grants will be evaluated on the following criteria:

1. In line with mission statement and goals.
2. Is funding available or earmarked for other programs.
3. Has similar program been funded this year.
4. Is it timely to spend funds now – is the need more immediate than others.
5. Number of students affected.
6. Consideration of other sources of revenue.

EHS PTA Grant Application

Title of Application: _____

Name of Applicant(s) _____

Email: _____

Phone: _____

Cash Grant Request Amount: _____

Has this been reviewed with Principal for appropriate use of funds: Yes or No (Please circle one)

Have other funding sources been explored: Yes or No (Please circle one)

Signature of Applicant: _____

Signature of Principal: _____

Date approved: _____

Signature indicates that all other sources of funding have been exhausted and that the principal approves of the item being requested and will accept it on behalf of the school.

Grant has been reviewed by Board of Directors: _____

Comments: _____

Project pertains to: (circle all that apply) – Literacy, Science, History, Technology, Math, Social Studies, Arts, Music, Physical Education, Other – please explain: _____

Circle the grade levels this project affects: 9, 10, 11, 12 – please explain:

How many children will this affect? _____

1. Please provide a brief description of your grant request and explain how this grant will enhance the education process by filling unmet needs in instructional programs or student enrichment and/or support. _____

2. How will this integrate into the school's curriculum? _____

EHS PTA Grant Application (cont.)

Equipment and materials:

Describe what equipment and materials will be needed to conduct the project or maintain and operate them. _____

Specify what equipment is available vs. what needs to be purchased. _____

Budget:

Provide a complete, thoroughly researched and documented budget, attaching a quote is helpful. Please use template below as a guide.

Item	Unit Price	Quantity	Total Price
Installation required?			
Shipping			
Tax			
Total Grant Amount			

Timeline:

Complete a timeline detailing the steps of the project from start-up to implementation and completion. Include when feedback will be available to PTA meeting and what your plans are for communicating that information back to PTA before the end of the school year.

Details to consider:

Is installation required? Is ongoing maintenance involved? If so, who is responsible? Any special services, training, equipment or supplies needed from the school or community? Does this item need approval from the school District for liability insurance purposes?

For Treasurer's Use Only: _____

Check made out to: _____

Funds gifted to school: _____

Date: _____