

Emily Dickinson PTSA

Grant Application

Emily Dickinson PTSA welcomes grant applications from PTSA members, parents, individuals, groups, teachers, staff, and the Dickinson school community. Grants provide additional funding for projects, programs, enrichment, equipment, events, training, materials, supplies, and special services that support the Dickinson school community but are beyond or outside the current approved budget. **Grants should impact the whole school** (such as grade-level equipment to be used for multiple years), **enhance curriculum, and align with the Emily Dickinson PTSA mission and goals.**

Please provide enough information, supporting documentation, timeline, goals, and the potential value generated so the PTSA board can make an informed decision regarding funding. *For requests greater than \$200*, the grant application will be initially reviewed by the Expenditure Review Committee (ERC) before official presentation to the PTSA Executive Board for a vote. The ERC uses the following funding criteria and principles:

An Emily Dickinson PTSA grant...

- benefits the largest possible number of students.
- funds projects, programs, enrichment, equipment, events, training, materials, supplies, and special services not traditionally funded or no longer funded by the school or LWSD.
- is no guarantee of funding beyond the current academic year.
- applicant has explored and exhausted all other funding sources such as building budget, classroom, departments, ASB, LWSD, LWSF, councils, other associations, fundraiser options, etc.
- contains at least one bid or cost estimate including quantities, shipping, tax, and installation, if applicable.
- contains at least two bids if cost exceeds \$1,000.
- reimbursement is based on actual receipts and expenditures up to the approved grant amount.
- purchase becomes property of Emily Dickinson Elementary School and should remain at the school, or remain in the classroom should the teacher/staff gain employment elsewhere.
- cannot fund salaries (teachers, staff, substitute teachers, etc.).
- should have a plan for ongoing maintenance, operation, adult supervision, or parent chaperones, if applicable.

Submit completed grant application to the school principal for review and support. Initiatives impacting classroom time and school resources require the support of the classroom teacher(s) and school principal. School principal will forward grant application to the Emily Dickinson PTSA Expenditure Review Committee (ERC).

Grant applications may be fully funded, partially funded, asked to be rewritten, tabled, or declined. If a grant application is approved, funds must be fully processed (paid for and reimbursed) by June 30th. Approved expenditures do not carry over to the next school year if they are not used.

Any number of grant applications may be submitted during the academic year. Grant applications are reviewed on a case-by-case basis, considering those not yet awarded a grant, and prioritizing grant applications that address a need not already being met by existing school, district, or PTSA funds. Grant applications will be considered throughout the academic year provided funds still remain in the current year grant budget. Grant funds are limited and availability varies from year to year. The Emily Dickinson PTSA established the grant application to support valuable initiatives that cannot be implemented otherwise.

Questions? Please contact treasurer@dickinsonptsa.org or president@dickinsonptsa.org

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Grant Application

| | |
|--|---|
| Date | |
| Applicant's Name | Staff Position <input type="checkbox"/> I am a Dickinson PTSA Member. |
| Email or Phone | Amount Requested |
| Describe the project, program, enrichment, equipment, event, training, materials, supplies, or activity to be funded. Attach supporting documentation if needed. | |
| Explain how students and/or our school community will be positively impacted by this grant. | |
| Number of students and/or grade levels impacted? | |
| Approval needed from LWSD for liability insurance purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Any building budget funds available to help fund this? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Available \$ _____ | |
| Any classroom, department, ASB funds available? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Available \$ _____ | |
| Have you explored & exhausted all other funding sources (e.g. LWSD, LWSF, fundraiser, other)? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Amount of funding secured? \$ _____ From what sources? | |
| Applicant's Signature | |

Principal's Support: I have read this grant application and certify this would be an appropriate use of funds for our school community and will support its implementation. It is compatible with Lake Washington School District goals and policies, but cannot be fully funded through our building budget.

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|-----------------------|------|
| Principal's Signature | Date |
|-----------------------|------|

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The Emily Dickinson PTSA Expenditure Review Committee (ERC) will consist of a minimum of five PTSA board members, including at least one president and at least one treasurer. The ERC may also include PTSA general members. The ERC can adjust as needed and should not include any person(s) submitting a grant application for review that month.

The ERC meets once per month, prior to the monthly board meeting, to review grant applications. The PTSA Treasurer will schedule the meeting.

| | | | | |
|---|--|--|--|--|
| For ERC Use Only | <input type="checkbox"/> Approved | <input type="checkbox"/> Rewrite for resubmission | <input type="checkbox"/> Tabled | <input type="checkbox"/> Declined |
| ERC recommends \$ _____ for PTSA Executive Board vote and approval. | | | | |
| Comments: | | | | |
| ERC Member & Title _____ | | Date _____ | | |
| ERC Member & Title _____ | | Date _____ | | |
| ERC Member & Title _____ | | Date _____ | | |
| ERC Member & Title _____ | | Date _____ | | |
| ERC Member & Title _____ | | Date _____ | | |

| | | | | |
|--|--|--|--|--|
| For PTSA Executive Board Vote | <input type="checkbox"/> Approved | <input type="checkbox"/> Rewrite for resubmission | <input type="checkbox"/> Tabled | <input type="checkbox"/> Declined |
| MOTION TO APPROVE Name & Title _____ | | | | |
| MOTION SECONDED BY Name & Title _____ | | | | |
| VOTE COUNT | YEA _____ | NAY _____ | ABSTAIN _____ | |
| STATUS OF MOTION | <input type="checkbox"/> Carried / Adopted | <input type="checkbox"/> Defeated / Lost | | Date _____ |
| Grant amount approved by PTSA board \$ _____ | | | | |

| | |
|-------------------------------|--------------------|
| For Treasurer Use Only | |
| Check Made Payable To _____ | |
| Check Amount _____ | Check Date _____ |
| Budget Category Charged _____ | Check Number _____ |
| Treasurer's Signature _____ | MM Date _____ |

