

2017-2018 PTSA Small Grants Application Form

The PTSA invites you to apply for project funding through our small grant process. Grant funds are donated by family, friends, alumni and faculty to support our school.

DEADLINES

- **FALL:** Proposals are due (email or hard copy) by **Friday, September 29, 2017**. We recommend that Fall grant funds be spent and requests for reimbursement turned in by Friday, January 19, 2018.
- **SPRING:** Proposals are due by **Friday, February 9, 2018**.
- All awarded money must be spent and requests for reimbursement turned in by Friday, May 25, 2018.
- The Committee will make every effort to contact you with their decisions approximately three weeks after the grants due date.

APPLICANT REQUIREMENTS

Your application must be signed by a GHS staff person who is knowledgeable about the proposal.

- If you are GHS staff, you'll need the signature of your department head or a designated faculty/staff member.
- Student proposals must be signed by a Faculty Advisor.

PROCESS

- Fill out the one-page form and attach a clearly detailed budget.
- **Secure the necessary signatures of faculty/advisor approval.** The faculty advisor may forward the request by email with their comments or sign the application.
- Turn in hard copy to the PTSA box in the front office, or send a Word doc or PDF via email to the address(es) below (preferably both). If you send an email, please let us know if you have also submitted a hard copy so we don't duplicate the grant.

CRITERIA

Funding shall favor proposals for projects that:

- Seek to increase academic achievement or decrease disproportionality.
- Positively affect the greatest number of students.
- Have favorable impact on academic or vocational competence.
- Do not appear to have any alternative source of funding.
- Are the most cost-effective way of accomplishing the purpose.

For teacher/staff professional development requests, there is a new process and funding through the PTSA, with oversight by a teaching/learning committee. Please do not submit professional development requests through the small grants process.

FUNDS

This is a small grant program, not a bridge loan or cash flow program. Funds may not be used to settle debts. Please be clear about how the money will be spent, when it will be spent, and the minimum amount you will need while still being successful.

CONTACTS

Lisa Horwich (horwich@gmail.com) and Trina Torgelson (tntorg@msn.com).

Sometimes we receive more requests than we have available funds. However, a high proportion of the proposals are funded, so please take the time to apply. We try our best to award these grants to assist our students, supporting your good ideas. Thank you for all you do for Garfield.