

Garfield PTSA Large Grant Questionnaire/Application

To request funding from the PTSA greater than \$2,000 please answer the following questionnaire. If requesting over \$5,000 in addition to the questionnaire a letter of agreement is required. Please see the note below. Please use additional pages to answer the questions, if needed.

1. Title of request:
2. PTSA contact name, phone and email:
3. School contact name, phone and email:
4. Describe how the funds will be used and how this relates to the PTSA's mission: **To act and advocate for the health, education and general well-being of all students at Garfield High School and beyond**

5. Amount requested:

On a separate page or pages, attach a line-item budget, giving a breakdown of expenses and income. Describe any income or support from other sources besides the PTSA. The PTSA looks for opportunities to leverage its contribution by sharing the cost of a program with the Garfield school budget, another non-profit, separate fundraising, volunteer hours, or some other means.

6. How many and students and their demographic will be served?
7. Is the request funding an educational or enrichment activity?
8. Was this funded in previous years? If yes, how many years, and what were the results?
9. How will you evaluate how well the funds were used?
10. Please return completed applications to the GHS PTSA folder & email a copy to the GHS PTSA Treasurer (treasurer@garfieldpts.org)

The GHS PTSA will continue to offer its Small Grants Program but the amount of funds available are subject to change based on budget priorities.

LARGE GRANTS OVER \$5,000 REQUIREMENTS:

In the past, the Garfield PTSA has been able to manage our grant awards informally. As we grow and expand, however, we have realized the need for a more predictable system of keeping track of our award monies. Recipients of grants over \$5,000 will be required to participate in the tracking system and will be asked to sign a letter of agreement regarding expectations and responsibilities prior to grant funds being released.