

Dear Grantee,

Thank you so much for your dedication to keeping Garfield great – for everyone. The Garfield PTSA has agreed to grant your request for funding for.

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. The PTSA passed a resolution, starting in 2016/17 recipients of grants over \$5,000.00 will be required to participate in helping track the progress of funded programs. The grantee administrator will need to sign this letter prior to grant funds being released.

Our goal is to foster a consistent exchange of information about how funds are being used to meet the needs of our students. We believe in the programs we support and want our donors to feel confident that their gifts are going towards programs and services which enhance the Garfield students and community. Decisions about future funding of programs and services will be easier to make if we have solid information from recipients.

At the time of your request you were asked to fill out the attached questionnaire. In signing this letter you agree to complete and submit the same questionnaire, once in mid-December and again in mid-May to determine how well your goals are tracking.

Sincerely,

The PTSA Large Grant Committee