

The PTSA has added the opportunity for Grant Requests and has funded a line item in their yearly budget. Grants could be used to purchase equipment, supplies or other tangible goods (we cannot fund stipends or hourly pay for staff).

Funding priority is based on the following criteria:

- **Projects or tools that have a lasting impact on teaching and learning.**
- **Projects or tools that benefit the greatest number of Madison students.**
- **Projects or tools that solve a problem or meet a need not currently met, and receives little or no funding from Seattle Public Schools (SPS) or other sources.**

FUNDING REQUEST APPLICATION INSTRUCTIONS

Who Can Apply?

Teachers, students, school employees (including support staff), school volunteers

How to Apply

- **Teachers and administrators:** Complete this form in as much detail as possible. Signatures are required from both the Department Head and Dr. Gary. If a department is submitting more than one request, the department should prioritize their requests prior to submitting to the PTSA for consideration.

Please submit one copy to the PTSA and one copy to Ms. Penner, Fiscal Specialist.

****To comply with District Policy, all proposed purchases have to be run through the school****

- **Students and volunteers:** Complete the application and place it in the PTSA mailbox or email to president@madisonptsa.com.

When to Apply and Timeline

Because of the amount of work that grant reviews take, and the amount of money that has now been allotted in the PTSA Budget, the Board will gather a Grant Committee. There will be two reviews (Fall and Spring). The amount allotted in each semester will be determined by the board in advance of review and may be determined by fundraising goals or other expenditures.

Fall Timeline (2018)

October 19th - Deadline for Grant Proposals (1st Semester)

November 7th – Board review of Grant Committees Recommendations

November 9th – Notification to applicants of grant status

Spring Timeline (2019)

February 15th - Deadline for Grant Proposals (2nd Semester)

March 6th – Board review of Grant Committees Recommendations

March 8th – Notification to applicants of grant status

(over)

Your proposal will be reviewed by the PTSA Grant Committee, which will then submit their recommendations to the PTSA Board for funding approval. You will be contacted and advised of the outcome. You may resubmit the proposal during the next grant review, if the Grant Committee allows.

**** Funds granted must be spent within 60 days of receipt unless the PTSA has provided approval of the delay. Funds not spent will be returned to the PTSA budget and reallocated. ****

If you have questions about the process, please email Fiona Preedy at president@madisonptsa.com. If you have questions about funding once your grant has been approved please contact the treasurer at treasurer@madisonptsa.com

Grant Proposal Questions and Guide

How much money is available from the PTSA? We will fund the Grants each year with a line item in our budget, this amount will vary from year to year. This year, 2018/19 we are voting on funding \$6000 in proposed grants, above and beyond Department Grants. The amount will be divided roughly, but not strictly, in half per semester. This is to allow for our cash flow, which is tied to our fundraising schedule, and also to allow more opportunity for grants to be submitted and reviewed. Grants that are very successful and might need funding yearly may be submitted to the PTSA Budget Committee for consideration as a yearly expense in the budget.

What if my Grant Proposal is not accepted in this round? We will notify you that your Grant Proposal was either: accepted, deferred, or denied. If your proposal was deferred, it was likely a good Grant Proposal, but there wasn't enough money to fund all the proposals in that round. We will check in with you and offer to put it through again. If your proposal was denied, we felt the proposal didn't meet the criteria we require. We'll explain what that might have been and may offer suggestions to make it more viable.

What if I buy items with my own money, can I be reimbursed by the PTSA? For Madison employees - all purchases made for use at Madison MUST be submitted through the school's Fiscal Specialist. Individuals can be reimbursed by the PTSA ONLY if the purchase was approved at the school level and determined that it was best purchased by the individual.

Volunteers and students will be reimbursed by the PTSA or can have the PTSA pay for the project from an invoice.

Can I purchase the items in my Grant Proposal before I submit the Form? If you have already purchased an item and would like to put in a grant proposal, the item MUST have been purchased in the current school year (August – June) and MUST have been submitted through Madison Middle School's Fiscal Specialist first (school employees). You can submit the completed grant proposal and it will go through the review with all other proposals. We can NOT guarantee that your proposal will be funded but it will not be given a lesser or better chance because it was already purchased.

What if we use our Department Grant for an item and then put in a Grant Proposal, and it is accepted - do we get our Department Grant back? Yes, we will change the "bucket" that the money has come from and you can go back and use your Dept. Grant. We can NOT guarantee that your proposal will be funded but it will not be given a lesser or better chance because it was already purchased.

At the end of the school year, when this process is reviewed, the PTSA Board reserves the right to make any changes to this process. If there are changes, they will be finalized at the June 2019 Board Meeting.

Grant Application

Date: _____

(All grants must follow district guidelines for ordering and reimbursement.)

Requested by: _____

Department Name: _____

Department Head Signature: _____ (required)

Principal Signature: _____ (required)

Email Address: _____

Amount of Request: \$ _____

1. Describe how the money requested will be used.

2. Describe how you have found the best price for the items which you want to buy.

3. Based on the purchase, when will the project be done or items be used?

4. If you are able to make this purchase, how will the students benefit from the project or items bought?

5. Have you looked into alternate means of funding? If yes, please describe.

6. Can you commit to spending these funds within 60 days of receipt of the grant?

YES _____ NO _____ If NO, please explain.

PTSA Board Decision Fund _____ Defer _____ Decline _____

Applicant Notified (date): _____

Notes: