

2013-2014 EZ Grant Guidelines

The Audubon Elementary PTSA may provide funding in the form of an 'EZ Grant'. An EZ grant is a request for a project, program or items that would be paid from PTSA funds designated via the budget. The EZ grants will be awarded to support the Audubon PTSA mission, as well as enhance the curriculum and dynamic learning environment of Audubon Elementary. EZ grants should have school-wide application and impact (realizing that such impact may be realized over time i.e., the grade-level equipment that will be used for multiple years) rather than one-time events or experiences for individual grade levels.

The EZ grant may be awarded to support requests from individual teachers, entire departments/grades and other members of the Audubon learning community. Applicant should be an Audubon PTSA member.

Grant requests will be reviewed and awarded by the Audubon PTSA "Ways and Means Committee" The 2013-2014 budget includes \$5,000 to be awarded. Grant applications shall be due on the following dates:

Wednesday, October 30 with anticipated award announcement date December 2.
Friday, February 7 with award announcement date March 3.

IF FUNDS REMAIN: an additional grant cycle will be announced for spring. Should the Ways and Means Committee prioritize requests exceeding the annual budgeted amount, it will make a recommendation to the PTSA Board of Directors. General Membership approval is required when total requests exceed the budgeted Ways and Means committee allocation of \$5,000 for the 2013-2014 school year.

Funding Criteria and Principles:

- PTSA funds should benefit the largest possible number of students within the scope of the proposed EZ grant.
- EZ grants are made for projects, equipment or supplies not traditionally funded or are no longer funded by the school district. Requests made by staff members should be based on the current C.I.P.s and G.L.E.s for each class or grade as appropriate.
- EZ grants are neither a promise nor a guarantee of future funding for any particular program. If your EZ grant is approved and extends beyond the current school year, a request for funds will need to be made to the PTSA Treasurer to include future funds needed so it can be included in the discussion for the following years PTSA Budget.

- Applicants should explore other sources of funding: councils, departments, districts, other associations, specific fundraisers donations, etc.
- Projects that are funded by PTSA EZ grants should have proper adult supervision, if applicable.
- Items that are purchased with PTSA funds are property of the school and should remain with school/classroom.
- EZ grants will not serve to reimburse anyone for a purchase that is already made.
- EZ grants cannot fund salaries.
- Grant applications should include at least 1 bid/cost estimate, when applicable. If awarded, additional bids may be requested.

Reference Documents:

2009-2011 list of EZ Grants:

<http://www.audubonpta.org/Pages/PTSADollarsHardatWork.aspx>

The 2013-2014 PTSA Budget can be found via the following website:

<http://www.audubonpta.org/Documents/2013-2014%20Approved%20budget.xlsx>

For questions about the grant application and/or process, please contact a Ways and Means Committee member (list found on PTSA website) or your PTSA presidents, Yumna Green yumna_green@msn.com and Roy Captain roycaptain@gmail.net

2013-2014 EZ Grant Application

Place grant requests in the folder designated for EZ Grants within the PTSA Box / Workroom or e-mail to your PTSA presidents, Yumna Green yumna_green@msn.com or Roy Captain roycaptain@gmail.net

Deadline: 3 p.m. on Nov. 15, 2013 or Feb. 7, 2014

Interested applicants are encouraged to contact Karen Belshaw prior to submission to review grant request concept.

| | |
|---|---|
| Date: | |
| Project Title: | |
| Requested By: | |
| Contact Information: | |
| Grade Level/Dept: | |
| Amount Requested: | |
| Number of Students Impacted: | |
| Cost per Student: | |
| Has this request been reviewed with the school principal? If no, why not? | |
| Time Frame: | <input type="checkbox"/> One Time <input type="checkbox"/> Should this be a line item on next year's budget? |

1. Briefly describe the purpose of the grant request and why it is important:

2. How does this project connect with the Audubon PTSA mission, district and grade level learning curriculum and/or Audubon C.I.P. goals? Note: all grant requests need to be reviewed with school principal prior to submission and award.

3. Total budget for project: (be specific, listing items to be purchased along with any installation/maintenance costs. Attach bids and any other supporting documentation that demonstrates project costs)

4. If the grant is approved does the item(s) require maintenance or ongoing financial support? And if so, please explain how that will be accomplished:

5. Is this something that the district can provide?

6. What other resources have been investigated for funding this project, including other grants, target fundraising or donations? (There could be other grants that would be funded sooner or for more money than the PTSA can do.)

7. What will happen if funding is not provided?

8. Is this request time sensitive? If yes, please explain.