

**EASTLAKE HIGH SCHOOL PTSA
GRANT GUIDELINES
2018-2019**

Who May Apply:

Eastlake principals, teachers, staff and student/parents on behalf of a *school-sponsored* club are eligible to apply. Priority will be given to PTSA members.

Applicants may apply individually or as a group (e.g. a club or department) but may only submit one grant application each year per project or program.

Grant Specifics and Important Dates:

Eastlake PTSA has budgeted monies for this school year to help fund EHS equipment, activities and projects.

To be considered for this round of grant funds, complete the application form and return to the PTSA box in the EHS Mailroom by NOON on February 1st, 2019.

Awarded grants will be announced by February 13th, 2019.

Grant funds must be used by June 30, 2019 or funds will be returned to EHS PTSA.

Selection Criteria:

Funding is available for needs including but not limited to equipment, activities or projects which:

- Have specific uses, objective and goals that are aligned with the PTSA mission, LWSD's curriculum and grade level targets and which complies with LWSD and EHS guidelines and objectives.
- Strengthen/enrich academic or social performance.
- Directly involve students as much as possible.
- Please try to investigate other funding sources wherever possible, and include these sources in your application.
- Priority will be given to requests that have the broadest student impact.
- **IMPORTANT:** Include a completed application that includes a **detailed budget** and clear explanation of the need. Items you want to purchase must be verified with EHS Bookkeeper Karen Guinasso prior to submission. Warranties are required for some purchases, taxes must be applied, and installation costs must be considered. Karen G must help you make sure your purchases meet all requirements.

Please note that while it is acceptable to base your application on a previously funded grant, submittal of a replication grant does NOT guarantee funding. Each grant application will be considered on its own merits during each grant cycle.

Non-fundable items:

- Money spent on programs, activities or supplies prior to grant award
- Teacher salary or release time
- Non-instructional consumables (including food and incentives)
- Graduate study, conferences, seminars or study abroad
- Computer-related projects not recognized by LWSD technical support
- Transportation expenses

Common reasons grants do not get funded:

- Benefit to students and school too limited or not clearly defined
- Lack of a detailed budget
- Lack of supporting documents or a well thought out plan
- The application was submitted after completion of project or the purchase of materials
- Alternative funding sources were not disclosed or pursued (other grants, fundraising, building or department funds, etc.)
- The project is outside the required timeline

Don't forget the details:

- All paperwork must be complete, signed and submitted on time to the PTSA mailbox for consideration.
- A detailed line-item budget must be attached to the application.
- PTSA will attempt to clearly explain why any or all of your request is not funded.
- It is our goal to support the students and staff at Eastlake HS to the best of our abilities.
- Please contact Nancy Colburn, grants committee chair at nancycol@me.com with any questions.

STATEMENT OF COMMITMENT

If I receive a grant from the Eastlake PTSA I will:

1. Obtain approval from the Eastlake PTSA Board for any changes to the budget.
2. Return any unused funds to the Eastlake PTSA.
3. Identify the Eastlake PTSA as the funding source in any and all publications.
4. Give permission to the Eastlake PTSA to use any and all materials received with this application for promotional purposes.

By signing this form, I acknowledge that all items and property purchased with an Eastlake Grant become the property of Eastlake High School and the Lake Washington School District, and I understand that the Lake Washington School District assumes all associated liability.

Grant Applicant Signature

Date

Advisor (if Student or Parent Applicant)

I am an EHS PTSA member Y/N (Select one)

GRANT APPLICATION 2018-2019

Name of Program/Proposal: _____

Subject area(s) of project (i.e. math, reading, club): _____

Number of students expected to participate in this project: _____ Grade Level(s) _____

Total dollar amount requested from the PTSA: \$ _____

What other sources of funding are you expecting to use (ASB, Booster Club, department budget, school budget, etc)? Please list the amounts.

Summary (two or three sentence description of the project): _____

Explain purpose and details of the project. Include how the project will be implemented, and describe proposed activities and tasks. Attach supporting documentation if necessary: _____

Grant Applicant (or Sponsor, if applicant is not a teacher, administrator, or principal):

Name: _____

Staff Position: _____ School Direct Phone: _____

Email: _____ Alt. Phone: _____

Principal's Support: *I have read this proposal and certify that this would be an appropriate use of funds for our school and will support its implementation. It is compatible with Lake Washington School District goals and policies but cannot be fully funded through our building budget.*

Principal's Name: _____

Principal's Signature: _____ Date: _____

Bookkeeper's Signature: _____ Date: _____

Submit completed Grant Application to:

Eastlake High School PTSA

PTSA box in Mailroom

BUDGET REQUIREMENTS

A detailed budget is mandatory in order for a grant to be eligible for funding. Identify books, videos, CDs, etc, by title and quantities. Attach multiple pages if necessary.

PLEASE NOTE that your exact amount must be granted by PTSA for each request. Please ensure that shipping and tax are taken into consideration, and round amounts to the nearest whole number. Please also note that the LWSD pays 10% sales tax on EVERY purchase, regardless of whether the vendor charges the tax directly. This must be included in the total.

Include information for ALL items needed for the project, including items that will be paid for out of different budgets.

Project Budget (Recommended format; spreadsheet also acceptable)

ITEM	COST	FUNDING SOURCES (PTSA, Building, Department, Booster Club, etc)
TOTAL SHIPPING/HANDLING	\$	
TOTAL TAX AMOUNT (10%)	\$	
TOTAL COST OF PROJECT	\$	
TOTAL REQUESTED FROM PTSA	\$	

DON'T FORGET shipping and sales tax!

What is the percentage of the total cost of the project that is being requested from PTSA? _____%

Questions or concerns? Contact Nancy Colburn, PTSA grants committee chair at nancy@ehsptsa.org