

# **EASTLAKE HIGH SCHOOL PTSA GRANT GUIDELINES 2014-2015**

## **Who May Apply:**

Eastlake principals, teachers, staff and student/parents on behalf of a school-sponsored club are eligible to apply. Prioritization of awards 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 \$22,700 for this school year to help fund EHS equipment, activities and projects. A second round of grants will be awarded in February 2014.

***To be considered for the first round of grant funds, complete the application form and return to the PTSA box in the EHS Mailroom by NOON on November 4, 2014.***

Awarded grants will be announced before the end of December, 2014.

Grant funds must be used by June 30, 2014 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
- Cannot be funded partially or completely by other sources, including department/building budget, fundraising, or outside grants (LWSF, Rotary, etc). This is important. Please try to investigate other funding sources wherever possible.
- Include a completed application which includes a **detailed budget** and clear explanation of the need.

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 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 Tracy Updegrave, grants committee chair at [tracyupdegrave@me.com](mailto:tracyupdegrave@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 (Circle one)

## GRANT APPLICATION 2013-2014

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: \$ \_\_\_\_\_

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

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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: \_\_\_\_\_

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### 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: \_\_\_\_\_

**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 exact amounts must be granted by PTSA for each request. Please ensure that shipping and tax are taken into consideration. Please also note that the LWSD pays 9.5% 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 (LWSF, LWSD, PTSA, Building, etc)
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 Tracy Updegrave, PTSA grants committee chair at [tracyupdegrave@me.com](mailto:tracyupdegrave@me.com)