

# Evergreen Middle School PTSA

## Grant Application

EMS PTSA welcomes grant applications from teachers, staff, PTSA members, parents, individuals, groups, and the EMS community. Grants provide additional funding for projects, programs, enrichment, equipment, events, training, materials, supplies, and special services that support the EMS community but are beyond or outside the current approved budget. **Grants should impact the whole school**, such as grade-level equipment to be used for multiple years, **enhance curriculum, and align with the EMS PTSA mission and goals.**

Please provide enough information, supporting documentation, timeline, goals, and the potential value generated so the PTSA board can make an informed decision regarding funding. The application will be reviewed by the PTSA Executive Board for a vote. The EMS PTSA uses the following funding criteria and principles:

An EMS PTSA grant...

- benefits the largest possible number of students.
- funds projects, programs, enrichment, equipment, events, training, materials, supplies, and special services not traditionally funded or no longer funded by the school or LWSD.
- is not a guarantee of funding beyond the current academic year.
- applicant has explored and exhausted all other funding sources such as building budget, classroom, departments, ASB, LWSD, LWSF, councils, other associations, fundraiser options, etc.
- contains at least one bid or cost estimate including quantities, shipping, tax, and installation, if applicable.
- contains at least two bids if cost exceeds \$1,000.
- reimbursement is based on actual receipts and expenditures up to the approved grant amount.
- purchase becomes property of Evergreen Middle School and should remain at the school, or remain in the classroom should the teacher/staff gain employment elsewhere.
- cannot fund salaries (teachers, staff, substitute teachers, etc.).
- should have a plan for ongoing maintenance, operation, adult supervision, or parent chaperones, if applicable.

**Submit completed grant application to the school principal for review and support.** Initiatives impacting classroom time and school resources require the support of the classroom teacher(s) and school principal. School principal will forward grant application to the *EMS PTSA Treasurer*.

Grant applications may be fully funded, partially funded, asked to be rewritten, tabled, or declined. If a grant application is approved, funds must be fully processed (paid for and reimbursed) by June 30<sup>th</sup>. Approved expenditures do not carry over to the next school year if they are not used.

Any number of grant applications may be submitted during the academic year. Grant applications are reviewed on a case-by-case basis, considering those not yet awarded a grant, and prioritizing grant applications that address a need not already being met by existing school, district, or PTSA funds. Grant applications will be considered throughout the academic year provided funds still remain in the current year grant budget. Grant funds are limited and availability varies from year to year. The EMS PTSA established the grant application to support valuable initiatives that cannot be implemented otherwise.

Questions? Please contact [treasurer@evergreenptsa.org](mailto:treasurer@evergreenptsa.org) or [president@evergreenptsa.org](mailto:president@evergreenptsa.org)

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## Grant Application

Date	
Applicant's Name	Staff Position <input type="checkbox"/> I am an EMS PTSA Member.
Email or Phone	Amount Requested
Describe the project, program, enrichment, equipment, event, training, materials, supplies, or activity to be funded. Attach supporting documentation if needed.	
Explain how students and/or our school community will be positively impacted by this grant.	
Number of students and/or grade levels impacted?	
Approval needed from LWSD for liability insurance purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any building budget funds available to help fund this? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Available \$ _____	
Any classroom, department, ASB funds available? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Available \$ _____	
Have you explored & exhausted all other funding sources (e.g. LWSD, LWSF, fundraiser, other)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of funding secured? \$ _____ From what sources?	
Applicant's Signature	

**Principal's Support:** I have read this grant application and certify this would be an appropriate use of funds for our school community 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 Signature	Date
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<b>For PTSA Executive Board Vote</b>				<input type="checkbox"/> Approved	<input type="checkbox"/> Rewrite for resubmission	<input type="checkbox"/> Tabled	<input type="checkbox"/> Declined
MOTION TO APPROVE   Name & Title _____							
MOTION SECONDED BY   Name & Title _____							
VOTE COUNT	YEA	_____	NAY	_____	ABSTAIN	_____	
STATUS OF MOTION		<input type="checkbox"/> Carried / Adopted		<input type="checkbox"/> Defeated / Lost		Date _____	
Grant amount approved by PTSA board \$ _____							

<b>For Treasurer Use Only</b>					
Check Made Payable To _____					
Check Amount	_____	Check Date	_____	Check Number	_____
Budget Category Charged _____					
Treasurer's Signature		MM		Date	