



# Meridian Park Elementary PTSA Grant Program

## 2014-15 Application Information

### Important Dates

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Fall 2014 Application Deadline – October 27, 2014

Fall Grant Notification – November 10, 2014

### Purpose

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The Meridian Park Elementary PTSA created the grant program to provide members of the Meridian Park Elementary community with an opportunity to receive one-time funding to support enrichment and academic program enhancements. The grant program supports innovative approaches and creative ideas by funding supplies, equipment, and projects that provide unique learning experiences that are not currently supported by other funding sources.

The funds used for these grants have been raised through generous donations from the families and friends of Meridian Park Elementary. The PTSA takes its stewardship of these gifts seriously and expects all grant recipients to do the same.

Priority for grant funding will be given to:

- Projects that make the strongest case for positive impact on the students of Meridian Park Elementary.
- Projects that promote equity, provide unique opportunities, and serve a broad spectrum of the student population.
- Projects that create opportunities for students at Meridian Park that would otherwise be unavailable, such as STEM, arts, and theater related projects. Projects should provide enrichment opportunities for students. Professional development and operational funding will not be considered.
- Projects that clearly can be accomplished with the funds requested. Feasibility is a key prioritization element. Projects with unrealistic budgets or unrealistic assumptions about outside funding may be less likely to be approved.
- Projects with a scope of work that clearly can be accomplished in the timeframe described in the application.

### Guidelines and Deliverables

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- Any member of the Meridian Park Elementary community is allowed to submit a grant request.
- Applications must be submitted by the prescribed deadline. There are no exceptions.
- The Grant Committee will review, prioritize and recommend projects for approval to the PTSA Board of Directors.
- All projects must be endorsed by the school principal. This is to verify that other funding sources are not available.
- Funds must be used by the end of the school year
- Grantee must submit an article and pictures of the project that will be published in the Cheetah Chatter within 30 days of completed activity.

### Contact

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Completed applications and questions about the grant application or process should be directed to the **Grant Committee Chair, Lee Lambert**, at [lee@washingtonstem.org](mailto:lee@washingtonstem.org).



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## 2014-15 Application

|   |  |
|---|--|
| <b>Project Title</b>                              |  |
| <b>Requested Amount</b>                           |  |
| <b>Date of Application</b>                        |  |
| <b>Contact Person</b>                             |  |
| <b>Other Applicants Involved</b>                  |  |
| <b>Email</b>                                      |  |
| <b>Phone</b>                                      |  |
| <b>Target Audience (class, grade, population)</b> |  |
| <b>Endorsed by School Principal (yes/no/na)</b>   |  |

Please read and sign the following reimbursement acknowledgements.

If this Grant Application is approved (for full or partial funding):

I, **Applicant Name**, take full responsibility for providing evidence of grant fund expenditure by the deadlines listed in the Grant Program Guidelines, to the PTSA treasurer, on a single "Request for Reimbursement Voucher," with all receipts attached. I also commit to completing a brief project report form at the same time. Information contained in the project report may be used in publicity materials for the PTSA.

It is not required that an applicant be a PTSA member to receive a grant, however, we would like to know if you are one:

\_\_\_\_ Yes, I am a PTSA member, or my new membership fee of \$10 made out to MP PTSA is enclosed.

\_\_\_\_ No, I am not a PTSA member.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Description (5 points)**

*Please provide a short description (2-3 paragraphs) for your proposed project.*

**Project Goals and Objectives (15 points)**

*Please provide the goals and objectives of this project and how it will benefit Meridian Park students. Take into consideration that projects most likely to be funded are those that help achieve academic standards by enhancing or enriching the academic experience beyond what it is currently funded.*

**Evaluation Method (10 points)**

*Please provide information on how you will evaluate the success of this project/program. What outcomes (qualitative or quantitative) will you measure to know if you achieved the goals of the project? (eg. 25 students completed photo poem project or an increase in the number of student checking out new struggling reader books)*

**Grade Level/Scope of Students Who Will Benefit (10 points)**

*Please describe the students that will be benefiting from this project. (HiCap, Gen Education, Grade, Specific Classes, etc.)*

**Project Timetable (5 points)**

*Please provide information on when items will be purchased and the project completed. It is our hope that grant funding be used in the school year that it is requested. Occasionally, grants will be funded in the spring for projects occurring in early fall.*

**Budget (5 points)**

*Please provide an itemized budget and short budget narrative for this project including any other funding sources that have been secured. Please be sure to include sales tax if applicable. Grant amounts are final and cannot be changed so an accurate budget is essential. We also would appreciate information on sources used to create the budget and if partial funding would be useful if we are unable to meet the full request (ie. Amazon, curriculum provider, vendor bid, etc.)*

| Name of expense | cost per unit | X total units | = total funds requested |
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