



Meridian Park Elementary PTSA Grant Program

Application Information

Purpose

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

Grants funds 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 hopes all grant recipients do the same.

Funding Priorities

- 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.
- Projects that clearly **can be accomplished with the funds requested**. Feasibility is a key element.
- Projects with a scope of work that clearly **can be accomplished in the timeframe** described in the application.
- Projects that have not been previously funded will have priority consideration.

Requests for professional development and operational funding will **not** be considered. Projects with unrealistic budgets or unrealistic assumptions about outside funding are unlikely to be approved.

Guidelines and Deliverables

- Any member of the Meridian Park Elementary community is allowed to submit a grant request.
- Applications must be submitted by the submission deadline to be considered. There are no exceptions.
- The Grant Committee will review, prioritize and recommend projects for approval to the PTSA Board of Directors.
- All projects submitted by school staff **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.
- Grant recipients must submit an article and pictures of the project within 30 days of completed activity that will be published in the Cheetah Chatter.

Questions and Application Submission

Questions about the grant application or process and **completed applications** must be sent to **both** the Grant Committee Chair at mpptsagrants@gmail.com and the PTSA President at mpptsapresident@gmail.com.

Important Dates

Applications Due Via Email (no paper submissions)	5:00pm, Thursday, March 1 st , 2018
Funding Recommendations Approved by MPPTSA Board of Directors	Tuesday, April 3 rd , MPPTSA Board Meeting
Applicants Notified of Funding Award	Wednesday, April 4th, 2018



Meridian Park Elementary PTSA Grant Program 2017-2018 Application

Project Title	
Requested Amount	\$
Date of Application	
Contact Person	
Email and Phone	
Other Applicants Involved	
Target Audience (class, grade, population)	
Endorsed by School Principal? (yes/no/NA)	
*PTSA Member? (Y/N)	

*It is not required that an applicant be a PTSA member to receive a grant. For information on how to join, go to the Meridian Park Elementary PTSA webpage www.mpptsa.org.

Please read and sign the following reimbursement acknowledgements.

If this grant application is approved (for full or partial funding):

I, 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 MPPTSA.

Signature of Applicant: _____ Date: _____



MPPTSA Grant Program Application Narrative

Please attach responses to the following questions. Recommend narrative is no more than two pages.

Project Title	
Contact Person	

1. Project Description, Goals, and Objectives

Describe your proposed project (2-3 paragraphs). Identify the goals and objectives of this project and how it will benefit Meridian Park students. Successful projects will be in line with the priorities of MPPTSA grant program.

2. Evaluation Method

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

3. Grade Level/Scope of Students Who Will Benefit

Identify the students who will benefit from this project (ex. ELL, HiCap, Gen Education, Grade, Classes, etc.).

4. Project Timeline

Provide information on when items will be purchased and the project completed.

5. Budget

Complete budget tables and include any other funding sources that have been secured. Please consider sales tax and shipping costs, if applicable. Budgets are evaluated on reasonableness of costs and grant awards are final, based on budget submitted. State whether partial funding would useful if we are unable to meet the full request. Grant funding supports supplies and equipment. (Adjust table, as needed.)

MPPTSA Grant Request Budget

Items to Be Purchased	Vendor	Cost
<i>Example: Craft paper</i>	<i>Office Depot</i>	<i>\$25</i>
<i>Example: Bus Rental</i>	<i>District Transportation</i>	<i>\$284.44</i>
	Total Request	\$

Other Funding Support

Items to Be Purchased	Vendor	Cost	Fund Source	Funding Secured Yes/No?
<i>Example: Multicultural books</i>	<i>Amazon</i>	<i>\$167.67</i>	<i>Building Budget</i>	<i>Yes</i>
<i>Example: Drumming Instructor</i>	<i>JHP Legacy</i>	<i>\$200</i>	<i>Shoreline/LFP Arts Council grant</i>	<i>No - (Decision pending)</i>
	Total	\$		