

Fairfield Woods Middle School PTSA 2018-2019 Grant Application

Important Details

- Completed applications must be received on or before **Friday, March 22, 2019** to be considered
- Applicants **must be current members of the Fairfield Woods Middle School PTSA** (FWMS PTSA)
- Completed applications are to be...
 Emailed to: fwms.ptsa.presidents@gmail.com & melvind139@yahoo.com
- Grant recipients will be required to submit a final report before the end of the school year in which funds were used. An in-person presentation to the FWMS PTSA during a monthly meeting is preferable, however, a written report detailing the results of the grant is acceptable.
- **All receipts for grant related expenses must be provided.** Any unused funds must be returned to the FWMS PTSA.
- If there is a change in the nature of this activity, the FWMS PTSA must be notified immediately.
- See “FWMS Grant Application Rules” for additional information

APPLICATION

Grant Title: _____

Submitted by: _____

Phone: _____ Email: _____

Are you a current member of the FWMS PTSA*? Yes _____ No _____

*Pls see bullet #2 above

Category of your application: Instructional _____ Creative _____

GRANT DESCRIPTION (Please attach additional pages as necessary)

Briefly describe the proposed project

Who will benefit from this project? How will they benefit?

What is the project timeline and location?

What results are you expecting?

FWMS STUDENT INFORMATION

What is the estimated number of students involved with this activity?

Will the students have any responsibilities associated with this activity? Please explain.

FINANCIAL INFORMATION

What is the total amount you are requesting?

In the chart below, please detail how the money will be used. Please be as specific and complete as possible so that the committee can fairly compare the applications. Feel free to attach supporting documentation.

Item and Description	Cost	Purchase From

Please describe any additional sources of funding. (Please include any fundraising efforts and who will participate in those efforts)

What, if any, will be the continued cost to the school (e.g. maintenance) if we are purchasing equipment? Please explain.

Applicant Signature

Date

FWMS Grant Application Rules

Purpose: To nurture and support the creativity and enthusiasm for learning in our students through special projects which provide a unique learning experience for FWMS students.

Guidelines:

--- Project should reach/impact as many FWMS students as possible.

--- Applicants are defined as teachers, faculty/staff, students, parents or parent groups associated with Fairfield Woods Middle School who are current members of the FWMS PTSA.

Application Process:

1. Applications may be obtained from the FWMS PTSA website: www.fwmsptsa.org under “about” and then, “forms”.
2. Completed applications must be received no later than **Friday, March 22, 2019**.
Applications must be emailed to:
fwms.ptsa.presidents@gmail.com & melvind139@yahoo.com
3. The PTSA President(s), President-Elect, Treasurer and School Principal (PTA Grant Subcommittee) will review each application, prioritize applications and present them to the PTSA Executive Board with their recommendations.
4. Applications will be judged on:
 - a. The number of students that will benefit;
 - b. Importance of the learning experience to the students involved;
 - c. Diversity of subject areas being awarded grants;
 - d. Degree of confidence in project success;
 - e. Results anticipated;
 - f. Creative ways of learning.
5. The FWMS PTSA Executive Board (including the school principal) will review the FWMS PTSA Grant Subcommittee's recommendations and determine grant recipients. Applicants will be notified of a decision within 30 days of receipt.
6. The FWMS PTSA reserves the right to redirect projects that fall in areas where other funds are available and to reject projects that are political in nature or involve other community sensitive issues.
7. Grant recipients may request that the FWMS PTSA write checks directly to vendors for grant related expenses, or expenses can be reimbursed when receipts are submitted, accompanied by proper paperwork. Completed order forms, invoices or receipts may be left for the Treasurer in the FWMS PTSA mailbox in the school office.
8. Final Report: The FWMS PTSA requires a report from each grant recipient before the end of the school year in which funds were used. An in-person presentation to the FWMS PTSA is preferable, however, a written report is acceptable.
9. Books, software, and other permanent instructional materials and equipment purchased with FWMS PTSA grants become property of Fairfield Woods Middle School.