



CREEKVIEW HIGH SCHOOL PTSA

2023-2024 PTSA GRANT PROGRAM

APPLY NOW!

Website: <http://www.creekviewptsa.org> Email: president@creekviewptsa.org

Goal:	Provide grants to fund special programs, projects, items, and/or events that benefit individual classes, teachers, students, and the broader Creekview High School Community.
Who Can Apply?	All teachers and staff, individually or in groups
When is the Deadline?	We intend to award grants in two cycles: one Fall cycle and one Winter cycle. Please apply by August 25th <i>You will be notified whether your application will be approved by August 28th, 2023</i>
How do I Apply?	Review the Grant Guidelines and complete the attached application. Email the application to president@creekviewptsa.org
Application Process?	A group of volunteers from the PTSA will review the applications and make the final determination on awards. The program is competitive and not all applications will be awarded funds. <i>If your request is denied, you may reapply.</i>
How much can be requested?	The maximum amount for any single award is \$150. <i>Requests for lower amounts are also encouraged.</i>
What Can the Funds be Used For?	Funds may be used for the materials, books, resources, fees, or services requested in your application.
Process for Receiving Funds?	Awardees make their purchases, save receipts, and request reimbursement, OR request a check in advance from the PTSA Treasurer. The PTSA is NOT able to provide cash up front for any purchases. For more information, please see the attached Grant Guidelines.

To All Teachers and Staff of Creekview High School:

We are pleased to kick-off our first year of the grant program funded by PTSA. Grants can be used to help fund special programs, projects, items, and/or events that benefit individual classes, grades, students, teachers, or the Creekview School Community. Grant awards can be requested for new materials in classrooms, school projects, programs, events, and school presentations.

The PTSA has approved \$750 for grant projects for the 2023-2024 school year.

Applications will be accepted in two cycles (fall and winter) during the 2023-2024 school year. The full \$1,500 is available now and all teachers and staff are eligible to apply.

**The maximum amount granted per application is \$150.
Requests for smaller amounts are also encouraged.**

Please fill out the attached application to apply and email it Betsy Clark, PTSA President, at president@creekviewptsa.org. A copy of the application is also available on the school's PTSA website <http://www.creekviewptsa.org>. Upon your submission, you will receive an email confirmation that your application has been received. If you have any questions, please contact Betsy Clark.

Tips for Completing the Grant Application and Spending a Grant Award

Please answer all questions on the application form clearly and with as much detail as possible. The more information you can provide on the application, the easier the selection process will be.

Specify clearly what the money you are requesting will go towards. For example, if you are requesting \$100 for books, please clarify which books, how many you need and how much is the cost per book.

Specify an estimated timeline of when your project will be completed. If awarded a grant, please fulfill your project as close to the estimated timeline as possible. We understand that plans may change throughout the year and some projects may not be carried out to fruition. Please stick to your timeline as much as possible and if your plans do change, please let us know.

If you are not able to complete your project, let us know so that we can offer funding to someone else. Please let us know if you do not use your award so that we can add that amount to the next grant award cycle. Please understand that grants *cannot* be carried over to the following year.

All grant reimbursements or check requests should be for the specific amount of your purchase or project. Funding cannot be for more than the initial grant awarded to you.

Questions?

Contact Betsy Clark, PTSA President, at president@creekviewptsa.org

Please answer all questions in detail. Your answers will be used to evaluate each request. If we have additional questions, we may call or email you for more information.

Email your application to PTSA President, at president@creekviewptsa.org

Deadline: August 25, 2023

1. Please provide all contact details for the Primary Contact below.

Requestor(s): _____

Total Funding Requested: \$ _____ Department/Grade: _____

Contact Phone: (____) _____ - _____ Contact Email: _____

Additional Applicant(s) name, position and contact information:

Creekview High School PTSA Member? Yes No

*Note: Staff member must be a current year Creekview PTSA member to qualify for grant money.
To join Creekview PTSA, please go to www.creekviewptsa.org*

2. Name and brief description of your proposed project:

FOR OFFICIAL PTSA Grant COMMITTEE USE ONLY

Principal Approval Yes No

Approved Declined Date: _____ Grant Amount: _____

Staff PTSA Membership Verified Yes No Date Requestor Notified of Application Status:

Grant Selection Committee Signatures:

PTSA Check # _____ PTSA Check Issue Date: _____

3. How will you use the funds? Please be as detailed as possible. If purchasing items with grant funds, please describe the item(s), include cost per item and how many of each you intend to purchase. If available, please attach a web link or a copy of ordering information (like a page from a catalog) to this application.

Item/Program Description	Vendor	QTY (If Applicable)	Unit Cost	Subtotal
Total Requested:				

4. Has full or partial funding been sought and/or obtained elsewhere? If so, please explain. If partial funding is provided by the PTSA, how will the difference be funded?

5. Please provide a proposed timeline for your project, including when you expect to use the funds. (Please note that if you don't use it, you will lose it. Grants cannot be carried over to the following year.)

6. Who will benefit from the project?

Grade(s): _____ Approximate number of students: _____

If your project benefits a select group of students, please describe this group.

7. Please specify if and how your project relates to either the curricula, classroom learning, character education, or topics not part of the required curricula.

**Email your application to PTSA President, at
president@creekviewptsa.org**

The Fine Print

All items purchased with grant funding become property of Creekview High School. Supplies purchased for a specific teacher's use will remain with the teacher or their tenure at Creekview High School. Supplies or technology purchased to support a grade level curriculum will remain with that grade level regardless of the assignment of the applicant.

Funding Process:

Recipients will be reimbursed for actual expenses up to, but not exceeding the grant amount. Original invoices and receipts are **required** for all reimbursements.

Grant recipients have two options :

Option 1 : Reimbursement : You purchase the product, then submit a reimbursement request form (with original receipts attached). The PTSA Treasurer will write a check to the grant recipient for reimbursement.

PTSA cannot reimburse sales tax. PTSA will provide applicant with tax exempt information upon grant approval, if needed.

Option 2 : PTSA direct payment : Complete a reimbursement request form requesting payment to the vendor (attach a copy of the completed order form) The PTSA Treasurer will write a check to the vendor and return the check to your school mailbox. You give the check to the vendor. Once you receive the order, you must send a copy of the invoice to the PTSA Treasurer for PTSA records within 30 days.

Future Funding and Future Use :

Repeat grant applications are permitted. However, when the PTSA meets a grant request, it is not a guarantee for future funding (such as funding the same initiative the following year).

Please Note: The Grant committee reserves the right to ask for additional information or clarification from the applicant.

You can view the scoring rubric used to evaluate the grants on our PTSA website:
www.creekviewptsa.org