

## 1. What is a grant?

**A GRANT IS A GIFT OF FUNDS TO THE SCHOOL DISTRICT FOR A SPECIFIC PURPOSE**

A grant automatically occurs when:

- the gift of funds is for the purchase of equipment or
- the GC PTA makes a payment directly to the district.

Note: All grants to the school district must be accepted by the Board of Education. Payments may only be made to GCPS and not an individual school.

## 2. A grant should

- fulfill the PTA's mission,
- foster a strong sense of community,
- provide enrichment activities for children & families,
- enhance the educational or social and emotional experiences for children,
- be supportive of school programs and educational needs,
- have the support of school administration,
- have the support of the Executive Committee, Executive Board and membership of the Garden City PTA, and
- have the approval of the Board of Education when payment is made directly to the school district.

## 3. A grant should not

- be something that would ordinarily be included in the annual school budget,
- assume the GC PTA is a provider of services, supplies or equipment for schools, even during times of financial strain, or
- set expectations for the GC PTA to maintain the underlying program or asset in subsequent years.

## 4. To apply for a grant

**SEND A REQUEST TO THE EXECUTIVE COMMITTEE**

A grant request should provide enough information to help the GC PTA determine if the request is an appropriate use of PTA funds. Some items to consider when preparing the request:

- Describe the intended use of grants fund, for example, the purchase of equipment; student or parent speakers; or a program.
- Goals and objectives of the grant and its relationship to students, student life, curriculum - education, caregivers, or the school community.
- Provide sufficient support and documentation for the cost of the grant. Many grant requests are paid directly by the district and reimbursed by the GC PTA. Therefore, the purchase should comply with the district's internal purchasing guidelines.
- Acknowledgment that the request has the support of central administration, if necessary.

## 5. PTA Director & Principal Responsibilities

- The director communicates the guidelines and the availability of grant funds at the beginning of each school year to their principal.
- The principal prepares the grant request taking into consideration these guidelines.
- The principal ensures the district's internal purchasing guidelines have been met.
- The director verifies the completeness of the request before it is submitted by the principal to the GC PTA for consideration.
- Grant requests can be submitted by the principal in writing or online at [bit.ly/gcptagrants](http://bit.ly/gcptagrants).