**CENTRAL MONTESSORI PTSA FUNDING REQUEST FORM**

The PTSA’s mission is to: promote the welfare of children and youth in the school and the community, support families in relation to the enrichment of their child(ren)’s education, strengthen the relationship between families and the school, support parents and educators as they cooperate in the best interest of children and youth, advocate for adequate laws for the care and protection of children and youth, and develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

*PTSA funds projects, programs, enrichment opportunities, material and equipment needs, and other types of enhancements to classrooms and curriculum.*

Please provide the following detailed information when requesting funding the PTSA:

1. Describe, in detail, the project, materials, or enrichment program that requires funding, if this is a program or project, please specify dates of programs (add attachments as needed).

2. Please provide a detailed statement and summary of the proposed project budget, including amount requested, when it is needed, and whether it will be in the form of a direct payment or reimbursement (attach, if necessary).

3. People/students involved in or affected by proposal, and how they are affected:

4. Are there other funding sources? Please list, if any (i.e. grants from other non-profit organizations, school building or district funds, donations, etc.).

5. Name or Originator/Contact Person/Group:

6. Contact Information (address, phone, email):

 7. Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please make 2 copies prior to submitting this grant request; keep one copy for you, and give one to the Principal.***

Additional Grant information:

**GUIDELINES FOR PTSA FUNDING REQUESTS:**

1. Proposals must be consistent with the PTSA’s mission and goals.

2. Programs, activities and requests should enhance and/or supplement experiences within the school and not replace what is or should be provided by the school district or other organization.

3. The PTSA Board or Grant Committee will evaluate all requests. Decisions are made based upon criteria established by the PTSA and by available funds.

4. Individuals and groups receiving financial support from the PTSA for programs or projects will be required to provide a written summary at the conclusion of the activity or project. Individuals and groups may be asked to speak to the PTSA as to how their grant has impacted the audience targeted in the grant. Funds must be returned for activities that are not completed. Unused funds will be reabsorbed into the PTSA general fund, as will funds not used by the end of the fiscal year, unless otherwise noted.

5. Grants will be authorized in writing by the PTSA Board. The authorization will include terms of the grant - what expenditures are allowed, how much money is granted, when it will be paid, and to whom it will be paid.

6. Any Central Montessori teacher or staff person, parent or parent group, or community member may apply for grants.

7. Applications will be accepted at any time and reviewed at regularly scheduled PTSA meetings. Requestors will be notified the following month, following review, recommendations, and approval of grant applications. Emergency requests may be considered at other times. Please turn requests into the PTSA mailbox in the office or any officer.

**Some considerations when applying for grants:**

1. **Please fill out the application for explicitly and completely.** Explain in detail the reasons for requesting the grant, as well as the impact the grant will have on students, classroom, and curriculum. Budgets should be included which explicitly explain funding. Requests that are incomplete may not be considered for funding. When requesting a dollar amount, keep in mind shipping costs. Grants which are over-spent will only be funded for the approved amount; any amount over the approved amount will need to be paid with other funds. The **CME PTSA is a tax exempt organization.** Tax will not be paid for items purchased with grant funds. A copy of our tax exempt certificate is available in the PTSA mailbox.

2. **Whenever possible, list additional sources of income or materials.** For example, indicate if it is possible seek/accept parent donations of materials.

3. **Use yearly curriculum as a guide for funding requests.** For example, requests for fall grants should enhance and embellish the fall curriculum in some way.

4. **Consider PTSA Grants a funding source for innovative programs, ideas, curriculum, and educational opportunities.** Persons who want to enhance the educational experience by creating new, innovative ways to teach students should apply. For example, music and social studies could be combined in an innovative, creative multiple week residency, including artists-in-residence, historical tours, interdisciplinary performances. PTSA grants in conjunction with district curriculum developments funds could be used.