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| pasted-image.tiff | **Discovery PTSA 2.6.9****2023-24 Curriculum Grant Application****Due Date: Submit any time before 5/1/2024** |

**Applicant’s name (one name only and the staff that will be the primary point of contact):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of additional applicants to this grant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What do you need to purchase for this curriculum grant?**

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**Grade(s) & number of students that this grant will benefit during this school year.**

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**Explain the goals of the project. How will students benefit? How does this tie into the current school curriculum?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Will this project benefit additional students beyond this school year? And how long will the material or equipment be viable/useful?**

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**What is the timeline for implementation?**

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**How will the success of these materials/equipment be measured?**

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**Is this a one-time expenditure? Will it be necessary to fund in future?**

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**What other organization have you, or will you, apply to for funding? List other funding sources (student paid, school budget, district funded, Issaquah Schools Foundation, other grants, etc.), if applicable.**

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**What is your plan if PTSA cannot fund or only partially fund this grant? Would partial funding be acceptable?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has a grant of this nature been funded by other sources in the past? Please explain if applicable.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If funded or partially funded, would you or your co-applicants be willing to come and present at a future general membership meeting about how your item was integrated and if/how it was successful?**

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**Primary Applicant’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**Discovery Principal’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**Discovery PTSA Curriculum Grant Information**

**Why does the Discovery PTSA award curriculum grants?**

* The mission of the Discovery PTSA is ‘to advocate, support and enrich our students with educational programs and community building activities in partnership with teachers, staff, parents and the local community.’
* To that end, the PTSA provides curriculum grants to Discovery teachers and staff to enhance and enrich educational opportunities for students.
* The PTSA hopes to encourage teachers to engage our children academically in meaningful and memorable ways to develop curious, confident, and independent learners.

**When are applications due?**

Applications may be submitted at any time prior to May 1st.

**How do I submit my application?**

Completed applications must be received by email with a digital attachment of the application form – either typed or scanned – to a Discovery PTSA Board member. Please email applications to Stephanie Blecha-Maharaj at s.blecha-maharaj@outlook.com. You will receive a confirmation that your application was received.

**How are grants awarded?**

Grant applications will be reviewed by the PTSA Board members at their next Board meeting. The PTSA Board will evaluate all applications based on available funding and considerations including academic enrichment, sustainability, frequency of use in the curriculum and the number and diversity of students impacted by the grant request. Grants can be fully or partially funded.

* Grants **under $500** only need PTSA Board approval. We will notify you the decision about your grant via email after the PTSA Board meeting.
* Grants **over $500** need PTSA Board approval **AND** a vote of majority approval at a PTSA general membership meeting. The PTSA Board will email you if your grant is approved by the PTSA Board and moving on to the PTSA general membership for final approval. We ask applicants to present their grant at the general membership meeting. PTSA general meetings are usually scheduled in October, January and May of each school year. The Board will present recommendations at the PTSA general meeting.

**Will I have a chance to answer questions raised by the Board?**

After reviewing the application, the Board might have questions or need additional information prior to awarding decisions. The Board will contact the primary applicant by email if needed. We strongly encourage as much detail to be provided in the application as possible.

**What if I cannot attend the general meeting?**

We encourage applicants to attend the general meeting so you can speak about the grant. Or you can ask someone else to present for you. As a last option, a PTSA Board member will present for you. If the applicant cannot attend the PTSA general membership meeting, the Board will notify the applicant by email regarding the status of their application shortly after that meeting.

**Are there any additional requirements?**

We ask that all funds be spent by as soon as possible, but we have set the formal deadline of May 31st of each school year. We request a copy of the receipt, invoice or other itemized payment confirmation documentation be sent to the PTSA Treasurer - Erin Daniels at erin1980@hotmail.com to complete our records.

Additionally, if you are awarded funds, please make efforts to provide an update on the use of your grant funds at one of the future general membership meetings or short write-up for our membership communications. Parents, who make up the majority of our donor base, love to know the outcome of grants in action.

**What are curriculum grant review values and guiding principles?**

The PTSA grants funds to projects that exhibit the following values: Student Focused, Curriculum-Based, Innovative, Direct Impact to Students Learning

The following guiding principles are used to evaluate grant proposals:

#### Applicants demonstrate that their proposal communicates, enhances, or reinforces curriculum material for students.

#### Applicants demonstrate that their proposal is research-based or provide data or statistics that demonstrate the value of their proposal.

#### Applicants demonstrate that their proposal addresses requirements set forth by a government or governing agency (e.g. Common Core).

#### Applicants demonstrate that what is being funded *directly* benefits student learning (e.g. if educational software is funded, students interacting *directly* with the software learn the desired material.)

#### Applicants demonstrate innovation in communicating the curriculum material to students.

#### Just because the PTSA has funds to give does not mean all curriculum grants will be approved. Proposals must exhibit the values reflected above.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*FOR PTSA BOARD USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Received & printed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

PTSA Executive Board Approval: Approved Not Approved

If not approved, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Membership Approval: Approved Not Approved Not Needed

If not approved, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the grant applicant contacted with results? (Send by email for tracking purposes)

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Awarded: Fully Funded Partial Funded Not Funded

Amount awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was a check delivered to grant recipient?

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was a final invoice/receipt provided for records by grant recipient? Attach to this document.

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

President’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_