



## **Discovery PTSA 2.6.9**

### **2020-2021 Curriculum Grant Application**

**Due Date: Submit anytime before 5/1/2021**

#### **Hello Discovery Teachers & Staff**

Welcome to the Discovery PTSA Curriculum Grant Application process. In this document, you will find the application itself as well as information to help you understand the application process and timeline.

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

The mission of the Discovery Elementary School PTSA is to provide opportunities to support our children's education. To that end, the PTSA provides curriculum grants to Discovery teachers and staff to enhance educational opportunities for students.

#### **How are grants awarded?**

The Discovery PTSA Executive Board will evaluate all applications based on available funding and the rubric that considers academic enrichment, sustainability, frequency of use in the curriculum and the number and diversity of students impacted by the grant request. The rubric is available within our website under "Grants" in the side navigation.

After evaluating all applications, the Board will make funding recommendations to the general membership for final approval. If approved, grants can be fully or partially funded.

#### **When are the applications due?**

Applications may be submitted at anytime. They will be reviewed by the Board at their upcoming Board meeting. Final approval will come from one of three General meetings this school year: 11/18/2020, 2/10/2021, and 5/12/2021 at 4:30pm. See the Discovery PTSA website for Zoom link. [www.DiscoveryPTSA.org](http://www.DiscoveryPTSA.org)

#### **How do I submit my applications?**

Completed applications must be sent as an email attachment to Nichole Arras, PTSA Vice-President, at [nicholearras@gmail.com](mailto:nicholearras@gmail.com). You will receive a confirmation from her that your application was received.

### **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 requests the primary applicant be available for questions via email or phone as needed. We strongly encourage for as much detail to be provided in the application as possible.

### **When will I hear if my grant application is approved?**

We will let you know by email prior to an upcoming General membership meeting if your grant will be moving to membership approval. The Board will present recommendations at said PTSA General meetings.

### **What if I cannot attend the General meeting?**

If the applicant cannot attend the General Membership meeting, the Board will notify the applications by email regarding the status of their application shortly after that meeting. However, we encourage applicants to attend the General meeting so you can speak to the grant itself. Or you can ask someone else to present for you. As a last option, our Vice-President, will present for you.

### **Information about grants over or under \$500**

Grants under \$500 will only need Executive Board approval. We will notify you via the email you provide if your grant was approved or not.

Grants over \$500 will need Executive Board approval **AND** a final majority vote at the General Membership meeting. The Board will update you if your grant was “Board-approved” to move on to the General Membership for final approval. We ask grant writers to present their grant at the General Membership meeting.

Grants not receiving Executive Board approval will receive an email prior an upcoming General meeting letting you know you will not need to present your grant.

### **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 31, 2021.

We do request a copy of the receipt, invoice or other itemized payment confirmation documentation be sent to Yeon Kim, PTSA Treasurer, [yeon.j.k@gmail.com](mailto:yeon.j.k@gmail.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 love to know the outcome of grants in action.

Thank you for your interest in enhancing our children’s education. Please send any and all questions to Nichole Arras, PTSA Vice-President, at [nicholearras@gmail.com](mailto:nicholearras@gmail.com)

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2020-2021 Curriculum Grant Application**

**Due Date: Submit anytime before 5/1/2021**

Applicant's Name (one name only, considered the primary point of contact)

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Applicant's Email Address & Phone Number

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Names of additional co-applicants to this grant application

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Item(s) to be purchased. Please note, per Discovery PTSA Standing Rules, travel expenses are not permitted for grant funding.

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Grade(s) & number of students impacted 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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Would the material/equipment you are currently using be replaced by the awarding of this grant? Why is the current material no longer effective/useful?

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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 Foundations, other grants, etc.), if applicable.

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What is your plan if PTSA cannot fund or only partially fund, this grant? Would a partial funding be acceptable?

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Has a grant of this nature been funded by other sources in the past? Please list those sources and occurrences.

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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? Available dates are: 11/18/2020, 2/10/2021, and 5/12/2021 at 4:30pm. See the Discovery PTSA website for Zoom link. [www.DiscoveryPTSA.org](http://www.DiscoveryPTSA.org)

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\_\_\_\_\_  
Primary Requestor's Signature

Date \_\_\_\_\_

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Discovery Principal's Signature

Date \_\_\_\_\_



## Discovery PTSA's Grant Review Values & Guiding Principles

### Mission Statement

The Discovery PTSA provides curriculum grants to teachers and staff to enrich the educational experience of our students. By offering such grants, the PTSA hopes to encourage teachers to engage our children academically in meaningful and memorable ways to develop curious, confident and independent learners.

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:

1. Applicants demonstrate that their proposal communicates, enhances, or reinforces curriculum material for students.
2. Applicants demonstrate that their proposal is research-based or provide data or statistics that demonstrate the value of their proposal.
3. Applicants demonstrate that their proposal addresses requirements set forth by a government or governing agency (e.g. Common Core).
4. 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.)
5. Applicants demonstrate innovation in communicating the curriculum material to students.
6. Just because the PTSA has funds to give does not mean that it will spend them. 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 \_\_\_\_\_

Amount Awarded

Circle One:   Fully Funded      Partial Funded      Not Funded

\$ \_\_\_\_\_ 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 \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Treasure Signature

\_\_\_\_\_ Date \_\_\_\_\_

Vice-President Signature