



Discovery PTSA 2.6.9
2019-2020 Curriculum Grant Application
Fall Applications due November 1, 2019
Spring Applications due March 1, 2020

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 PTSA Executive Board will appoint a Curriculum Grant Review Committee (CGRC) which will be led by the Vice President and 4 other appointed Discovery PTSA members. The CGRC 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 this document for review and consideration.

After evaluating all applications, the CGRC will present funding recommendations to the PTSA Executive Board for approval. If approved, grants can be fully or partially funded.

When are the applications due and how do I submit?

The fall application process opens August 1, 2019 and are due November 1, 2019 at 11:59pm.

The spring application process opens November 2, 2019 and are due March 1, 2020 at 11:59pm.

Completed applications must be sent as an email attachment to Yeon Kim at yeon.j.k@gmail.com. You will receive a confirmation that your application was received.

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

After reviewing the applications, the CGRC might have questions or need additional information prior to awarding decisions. The committee requests that applicants be available for questions via email or phone on or before **November 15, 2019** for Fall applications or **March 20, 2020** for springs applications.

When will I hear if my grant application is approved?

The CGRC will present recommendations to the PTSA Board during their executive meeting during the month of November. Teachers will hear back from the Grant Committee by email regarding the status of their application shortly after that meeting.

Grants **under \$500** will only need Executive Board approval. We will notify you before November 26, 2019 via the email you provide.

Grants **over \$500** will need Executive Board approval **AND** a final vote at the General Membership meeting on November 26, 2019 for fall and March 31, 2020 for spring. The CGRC will update you if your grant was Board-Approved to move on to the General Membership for approval. We ask grant writers to present their grant at the November or March General Membership meeting, respectively.

Grants not receiving executive board approval will receive an email prior to the November or March general meeting (respectively) and will not be presented the General Membership 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 1, 2020.

Recipients will be asked to fill out a short survey at the end of the year to provide feedback about implementation and outcome of the grant materials/equipment purchased.

We do request a copy of the receipt, invoice or other itemized payment confirmation documentation be sent to Yeon Kim, 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 in one of the future General Membership meetings. January 28, March 31 or May 26, 2020.

Thank you for your interest in enhancing our children's education. Please send any and all questions to Yeon Kim, Vice-President at yeon.j.k@gmail.com

-The Discovery PTSA & the Curriculum Grant Review Committee

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2019-2020 Curriculum Grant Application
Applications due November 1, 2019

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

Applicant's Email Address & Phone Number

Names of additional co-applicants to this grant application

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

Grade(s) & number of students impacted during this school year

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

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

What is the timeline for implementation?

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

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?

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

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.

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

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

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 January 28, March 31 or May 26, 2020.

_____ Date _____
Primary Requestor's Signature

_____ Date _____
Discovery Principal's Signature



Discovery PTSA's Grant Review Values & Guiding Principles

Mission Statement

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.

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 _____

CGRC Approval: Approved Not Approved

If approved, list score _____

If not approved, why _____

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

Discovery PTSA Curriculum Grant Review Committee Rubric 2019-2020

Primary Applicant's Name: _____

Item(s) to be purchased: _____

	0-1 points	2 points	3 points	Weight	Score	Max Score
Project Scope	1 grade level	more than 1 grade level	all grade levels	2x		6
Longevity	less than 1 year	1 year	more than 1 year	2x		6
Project Description	Includes only a brief explanation of project	Includes moderate level of detail and describes how project relates to students	Includes detailed description of project. Identifies the goals and objectives for students and describes how project will accomplish these objectives.	1x		3
Goals, Objectives & Measures of Success	No goals or objectives are stated	Goals and outcomes are included, but they are somewhat vague and inconclusive	Goals and outcomes are clearly and strongly stated and are realistic	1x		3
Lasting Impact/Benefits	Lasting impacts/benefits stated, but not evident or demonstrated	Demonstrates that the project will have an immediate or short time period of effectiveness	Demonstrates that the project will clearly continue to provide opportunities and/or lasting benefits for students	2x		6
Expands on existing curriculum in areas not funded by the district	Provides little or no evidence that the project will expand on existing curriculum not currently funded by the district	Provides some evidence that the project will expand on existing curriculum not currently funded by the district	Provides clear evidence the project will expand on existing curriculum that is not funded by the district	1x		3
How project will enrich the educational experiences and/or well being of students	Provides little or no evidence that project will enrich the educational experiences and/or well being of students	Provides some evidence that project will enrich the educational experiences and/or well being of students	Provides clear evidence that project will enrich the educational experiences and/or well being of students	3x		9
Creative & Innovative	The project contains some creative and/or innovative components, but there is little evidence that these ideas will improve student education	The project contains very creative and/or innovative components and there is some evidence that they ideas will improve student education.	The project contains strong creative and innovative components. It describes how creativity will help stimulate and improve student education.	2x		6
Provides a timeline for this project, including when funds will be spent and when students will begin to benefit	Provides little or no definition of the timeline for the program	Provides a general timeline as to when activities will occur, when funds will be spent, and when students will begin to see benefits	Provides a definitive timeline as to when activities will occur, when funds will be spent, and when students will begin to see benefits.	1x		3
Budget	Budget provides little or no description of costs; budget plan is not complete	Provides a vague or brief description of costs; details for requested funding is limited	Provides a specific description of costs and how money will be spent; requested funding is detailed	1x		3
TOTAL SCORE						48
Total Cost						
# of Students Impacted						
Cost per Student						

_____ Date _____

Vice-President Signature