

## LOWELL PTSA GRANTS APPLICATION INFORMATION

Dear Administrators, Faculty Members, Coaches, and other Staff,

I am the new Grants Chairperson for the PTSA. The following guidelines are for your reference in filling out the PTSA GRANTS APPLICATION. Please note the filing deadline of Thursday February 16, 2012 at 4pm. All forms must be completely filled out when filed; do not leave anything blank. If a question is not applicable, please write N/A. Please fill out both pages.

As Grants Chair, I will work to facilitate the grants process in an unbiased, thorough, and timely manner according to the guidelines below.

Please feel free to contact me at [lisapollard7@gmail.com](mailto:lisapollard7@gmail.com) or at 415.606.5472 if you have any questions or concerns about the application process.

Cheers,  
Lisa Pollard

### **PTSA SUMMARY OF ENRICHMENT GRANT FUNDING GUIDELINES**

The PTSA traditionally provides funding for enrichment grants to the Lowell community. We hope these guidelines will be helpful. Please read the following carefully before filling out your application.

#### **FUNDING CRITERIA AND PRINCIPLES**

- PTSA funds should benefit the largest possible number of students.
- Funding awards are neither a promise nor a guarantee of future funding for any particular program, however funding requests may be made annually, and funds held to achieve a long-term goal.
- PTSA will consider honoraria request up to \$599, but appearances must be approved by the Principal.
- PTSA will only consider payment for Proctors/Graders up to \$28 per hour.
- PTSA will only consider funding for Refreshments up to \$500.
- **If you are requesting funding for Technology listed as desktops, laptops, netbooks, handheld computers, software applications, local network and Internet, and digital peripherals such as LCD projectors, and printers/scanners, you must submit your request to the Technology Committee as the grants committee will no longer be fulfilling said requests at this time.**
- Applicants should explore other sources of funding; Site Council, district, Alumni Assoc, etc.
- When considering large grant application projects, the PTSA may consider joint funding or refer the item to be considered within the PTSA budget.
- Student program requests must be approved by a faculty sponsor or the Principal before they are submitted to the Grants Committee for review.
- Faculty must have their applications signed by their department chair. Coaches must have their applications signed by their athletic director. Department chairs and the athletic director must have their applications signed by the Principal, or Assistant Principal. Administrators must have their applications signed by the Principal.
- All projects funded by PTSA grants should afford access to all students regardless of ability to pay, in compliance with all laws governing disabled access, and provide proper adult supervision.
- Priority may be given to requests from PTSA members. You may join online at <http://www.lowellptsa.org/membership.html>

#### **GRANT REQUESTS NOT FUNDED BY PTSA**

- The PTSA does not grant funds through this process to reimburse anyone for a purchase already made.
- PTSA cannot purchase computers / technology for use by individual faculty members.
- PTSA grants cannot fund salaries, student club expenses, or any form of transportation.
- PTSA grants cannot be used to purchase things other than those approved on the original grant request.

#### **DURATION OF GRANTS FUNDED**

Grants money awarded but not used in the six months following the award will be terminated and the money returned to the PTSA general account.

#### **DESIGNATED FUNDS**

Donations made to the PTSA may be designated by the donor for a specific project, department or classroom need for a particular faculty member. Departments will be notified if there are any designated funds available for their department.

- Designated funds are held by the PTSA until an application for their use is received by the Grants Committee or 12 months from receipt of donation.
- In general, the application should meet the grant guidelines.