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## LAKE WASHINGTON HIGH SCHOOL PTSA

# Grant Application 2018-2019

The LWHS PTSA is taking applications for this year's grant program. The intent of this grant program is to provide an opportunity for staff members and clubs to request funding to support programs, equipment, or other activities that will help enhance the educational experience at LWHS.

Attached is a blank grant application form. All applications will be reviewed by the PTSA Grant Committee; the Committee will present their recommendations to the PTSA Board of Directors for approval. Please consider all expenses (tax, shipping, installation, etc.) in presenting your grant request; the amount approved is all that will be available for reimbursement. While we hope to be able to fund as many requests as we can, it is possible that not all requests will be granted. Please be sure to adhere to the requirements spelled out on the application.

Notification will be made approximately 2 weeks after the grant application deadline.

### **Grant money currently budgeted:**

“Fall” grants for teachers/staff - Deadline is Thursday, November 1<sup>st</sup>, 2018.

“Spring” grants for teachers/staff - Deadline is Friday, February 8<sup>th</sup>, 2019.

“Ad hoc” grants for teachers/staff - May be applied for at any date.

Club/ASB grants - May be applied for at any date.

**Teacher/staff grants:** Please check with your department heads to see if there is money in their departmental budget before applying to the PTSA for money. Clubs do not need to do this step.

For more information, or if you would like to see examples of grants funded in the past, you can see a list of grants from past years on our website at [lwhsptsa.org](http://lwhsptsa.org), under the “Teachers/Staff” heading. If you are uncertain about whether or not your idea is a good fit for a PTSA grant, feel free to contact any PTSA Board member or the Grants Committee Chair, Kathy Royal at [kroyal425@gmail.com](mailto:kroyal425@gmail.com), for some feedback.

Thank you for all that you do to support the students at LWHS. We look forward to reviewing your submissions!

Sincerely,

Lake Washington High School PTSA



# LAKE WASHINGTON HIGH SCHOOL PTSA Grant Application 2018-2019

## TO SUPPORT THE CLASSROOM WITH UNIQUE PROJECTS

### Submittal Requirements:

- Teacher/staff grant applications must be turned in to the PTSA box in the mailroom by Nov. 1<sup>st</sup>, 2018, for “fall” grants or February 8<sup>th</sup>, 2019, for the “spring” grants.
- ASB/Club grant applications and “Ad hoc” teacher/staff grant applications may be submitted at any date. Turn application into the PTSA box in the mailroom and email Kathy Royal at kroyal425@gmail.com to notify her of your submission.
- The funds must be utilized in the current school year. Purchases must be completed within 90 days of grant approval, or no later than May 31, 2018 (whichever is sooner).
- Instructions for accessing grant funds will come with notification of grant approval.

### Rating criteria will be applied to proposals as follows:

- Creative/unique activities
- Educational growth
- Number of students benefiting

Date: \_\_\_\_\_ Select one: Teacher/Staff Grant \_\_\_\_\_ ASB/Club Grant \_\_\_\_\_

Applicant/organization name: \_\_\_\_\_

Number of students impacted: \_\_\_\_\_

Contact person: \_\_\_\_\_ Advisor name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Program/project title: \_\_\_\_\_

Please give a brief description of your program/project/purpose here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total amount of funds requested (include taxes/shipping, if applicable): \_\_\_\_\_

Approved: \_\_\_\_\_

Your dept. head (for teacher/staff grants only)

Date

Approved: \_\_\_\_\_

Principal, LWHS

Date

