



LAKE WASHINGTON HIGH SCHOOL PTSA

Grant Application 2023-24

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 last Friday in October

“Spring” grants for teachers/staff - Deadline last Friday in January

“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/ASB grants: Please get approval for your grant request from the LWHS Activities Coordinator (Zach Grundl) before applying.

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, 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, at grants@lwhsptsa.org, 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

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 the last Friday in October for “fall” grants or last Friday of January 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 grants@lwhsptsa.org](mailto:grants@lwhsptsa.org) to let us know about your submittal.
- 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.
- Grant recipients agree that they will acknowledge LWHS PTSA funding/sponsorship in communications about the grant item(s) or event
- Once approved, grant recipients must also fill out the **Grant Agreement** form which will be sent 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: _____

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

Approved: ** _____

Department Head (Teacher / Staff Grants) **OR**
Activities Coordinator (Club / ASB Grants)

Date

Approved: ** _____

LWHS Principal

Date

**Open in Adobe Acrobat to electronically sign this document

Further details in support of grant application:

1. Briefly describe the program/project/purpose of the grant request and why it is important.

2. How does this project connect with the LWHS PTSA mission, district and grade level learning curriculum, and/or LWHS CIP (Continuous Improvement Process) goals? Note: All grant requests need to be reviewed with and approved by a school principal/associate principal prior to submission and award.

3. Total budget for project: (Be specific, listing items to be purchased along with any installation/maintenance costs. Attach bids and any other supporting documentation that demonstrates project costs.)

4. If the grant is approved, does the item(s) require maintenance or ongoing financial support? If so, please explain how that will be accomplished.

5. Is this something that the district or school can provide? What other resources have been investigated for funding this project, including other grants, targeted fundraising or donations?

6. What will happen if funding is not provided by the PTSA?

7. Is this request time sensitive? If yes, please explain below and email our Grant Committee Chair at grants@lwhsptsa.org , to alert her that your grant application has been submitted.