



LAKE WASHINGTON HIGH SCHOOL PTSA

Grant Application

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

"Fall" grants for teachers/staff/ASB/Club - Deadline is the first Friday in November

"Spring" grants for teachers/staff/ASB/Club - Deadline is the first Friday in February

"Ad hoc" grants for Social Emotional (Counseling)- May be applied for at any date*

**Ad Hoc grants for other groups will be considered on a case-by-case basis if funds are available.*

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 before applying.

Social Emotional grants: Please discuss your application with the Counseling Dept. prior to submitting.

For more information, or to see examples of grants funded in the past, see our website at www.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 the Grants Committee Chair, at grants@lwhsptsa.org, for 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



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Grant Application

TO SUPPORT THE CLASSROOM WITH UNIQUE PROJECTS

Submittal Requirements:

- All grant applications should be turned in to the PTSA box in the mailroom or by email to grants@lwhsptsa.org prior to the Nov. and Feb. deadlines (first Friday of the month).
- "Ad hoc" grant applications may be submitted at any date and considered based on type and urgency/budget. If turned in to PTSA mailbox, email grants@lwhsptsa.org to notify us 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 June 30 of the current academic year.
- 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. Physical items to remain LWHS property for duration of useful life.
- Once approved, applicable school personnel will also be required to sign the LWHS PTSA *Grant Agreement* (instructions and form to follow).

Rating criteria will be applied to proposals as follows:

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

Date: _____

Select one: Teacher/Staff Grant _____ ASB/Club Grant _____ Social/Emotional 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) **
Counseling Dept Head (Social/Emotional Grants)**

Date

Approved: _____

LWHS Principal **

Date

**** Open Document in Acrobat Reader: Click signature field to electronically sign document.**

Further details in support of grant application:

1. Briefly describe the 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.

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 grants@lwhsptsa.org, to alert us that your grant application has been submitted.