

## **HASTINGS-ON-HUDSON PTSA**

### **Grants 2018-2019 Information and Application**

Each year the PTSA is pleased to provide grants to fund projects that enrich the students' learning experiences. The projects should supplement the curriculum by providing materials or resources not covered in the school budget. Whenever possible, we ask that any outside artist or provider register with the BOCES program.

#### ***What kinds of grants does the PTSA fund?***

● Enrichment Grants are intended to augment the curriculum by exposing students to fascinating presentations or purchasing new materials and equipment. Last year these grants ran from about \$180 to \$3000.

● Cultural Arts Grants support hands-on workshops, artist residencies or assemblies in fine arts, music, dance, drama and creative writing, and generally benefit a large group of students. They are usually fewer in number and larger in amount than enrichment grants, and run from about \$500 to \$5000. Cultural Arts Grants are reviewed by a joint School District - PTSA Grant Committee.

● The Dr. John J. Russell Renaissance Grant is a single grant of \$1,000 for an interdisciplinary project. Named in honor of Dr. John J. Russell, former Superintendent of Schools, the purpose of the grant is to support the academic, artistic and physical education and development of the whole student – the Renaissance student.

#### ***How do I apply?***

The PTSA Grant Application Form is attached. Please email your completed forms to our Grants Corresponding Secretary at [grants1@ptsahastings.org](mailto:grants1@ptsahastings.org). Please do NOT place this application in the PTSA mailbox in the school office. All Cultural Arts grants should be "cc'd" to Maureen Caraballo at [CaraballoM@hohschools.org](mailto:CaraballoM@hohschools.org).

You will receive an email confirmation when we receive your grant application.

#### ***I've applied. When do I hear?***

The PTSA Executive Committee reviews grant applications every four to six weeks at their meetings throughout the school year. Please plan for at least a 30-day cycle for a decision. If your grant is time sensitive, please let us know. We will do our best to expedite the process.

In reviewing the applications, the Board uses a variety of criteria including but not limited to:

- Cost of the program
- Number of students benefiting from the program (generally larger grants should benefit more pupils)
- PTSA grant budget
- Uniqueness or newness of the program
- Number of grants already awarded to the particular school, department, or grade
- Availability of other sources of revenue to fund the grant
- Value of the project in terms of enhanced learning
- Diversity of the entire PTSA grants portfolio for the given school year
- Expertise of the grant provider

Grants are for expenses related directly to students and their activities. We generally do not cover the cost of food, travel, or books.

After the PTSA Executive Committee has reviewed your grant proposal, we will contact you with any questions or the decision of the Committee.

### ***My grant was approved. How do I arrange payment?***

Once your grant is approved, we will send you the forms to request payment. The PTSA can either 1) write the check directly to a vendor upon presentation of an invoice, or 2) reimburse your expenses when you submit receipts. Reimbursement forms, invoices or receipts should be sent directly to the PTSA Treasurer:

Cynthia Brent 646-567-7639 [Treasurer1@ptsahastings.org](mailto:Treasurer1@ptsahastings.org)

### ***What else do I need to do as a PTSA grant recipient?***

Grants are made possible by donations from parents, faculty, and community members. Where possible, please announce that your project was supported by the PTSA to let the community know that its donations are funding activities like yours.

Last, the PTSA requires a brief report from each grant recipient at the completion of the project. We are interested in hearing how the project went, so we may share this with the larger community and make better funding decisions in the future. The report and photos can be emailed to the Grants Secretary. Robin Muskin at [Grants1@ptsahastings.org](mailto:Grants1@ptsahastings.org).

### ***Whom do I contact with questions?***

Please contact our Grants Secretary: Robin Muskin at [Grants1@ptsahastings.org](mailto:Grants1@ptsahastings.org). We look forward to receiving your proposals!

## **HASTINGS-ON-HUDSON PTSA**

### **Grants Application 2018-2019**

#### **Instructions:**

1. Please answer all questions.
2. Please delete the above portion (ie/ keep only the application section).
3. Rename or Save As a file name with your grant title.
4. Email the file to your principal to e-sign (no 11).
5. Save the completed file as a pdf and email it to [Grants1@ptsahastings.org](mailto:Grants1@ptsahastings.org).

#### **Grant:**

**1. Title of Grant:**

**2. Type of Grant (check one)**

\_\_\_\_\_ Enrichment Grant      \_\_\_\_\_ Cultural Arts Grant      \_\_\_\_\_ Renaissance

**3. Name of Applicant(s) and Position(s):**

**4. Contact Email:**

**5. Amount Requested:**

**6. Approximate number of students who will benefit:**

**7. Has this project been funded in the past?**

\_\_\_\_\_ No      \_\_\_\_\_ Yes, by \_\_\_\_\_ in school year \_\_\_\_\_

**8. Have you applied to another organization for funding this year?**

\_\_\_\_\_ No      \_\_\_\_\_ Yes, I applied to \_\_\_\_\_ and the status of the application is:  
\_\_\_\_\_ in review      \_\_\_\_\_ denied      \_\_\_\_\_ partial funding in the amount of \_\_\_\_\_

**9. Please describe the project, including how it will be carried out, anticipated outcomes, impact on student learning, etc...**

**10. Please provide itemized costs for the project. You can also send this as a separate attachment.**

**11. Principal's Approval**

\_\_\_\_\_ By ticking here and entering my name below, I am approving and electronically signing this application.

Principal's Name \_\_\_\_\_ Date \_\_\_\_\_