



Hastings on Hudson PTSA Grants Information and Application

Each year the PTSA is pleased to provide grants to fund projects that enrich the learning experience for our students. 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 are there?

- **Enrichment Grants** are intended to help enrich the curriculum by trying something different, exposing students to outside presentations, or purchasing new materials or equipment. The range has been between \$50 - \$3000 depending on the number of students that will be impacted.
- **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 Efischer@ptsahastings.org. Please do NOT place this application in the PTSA mailbox in the school office. All Cultural Arts grants “cc’d” to Maureen Caraballo at 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 at monthly meetings throughout the school year. Please plan for **at least** a 30-day cycle for a decision.

In reviewing the applications, the PTSA 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 has been 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. Both check request and reimbursement forms, invoices or receipts should be sent directly to the PTSA Treasurer:

Cynthia Brent 646-567-7639
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 is with the support of the PTSA to let the community know that its donations are funding activities like yours.

The PTSA also requires a brief report from each grant recipient at the completion of the project. We are interested in hearing the feedback from your project so that we may share this with the larger community and make better funding decisions in the future. A brief report and/or photos can be emailed to the Grants Corresponding Secretary.

Whom do I contact with questions?

Please contact our Grants Corresponding Secretary:

Elyse Fischer

Efischer@ptsahastings.org

We look forward to receiving your proposals!

Hastings on Hudson PTSA Grants Application 2019-2020

Instructions:

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

1. Type of Grant:

Enrichment Grant Cultural Arts Grant Renaissance Grant

2. Title of Grant:

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

4. Name of Contact: Email:

5. Amount Requested:

6. Approximate number of students who will benefit:

7. Has this project been funded in the past?

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

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.

11. Principal's Approval: By ticking here and entering my name below, I am approving and electronically signing this application.

Principal's Name:

Date: