



Hastings on Hudson PTSA Grant Application Process 2021/2022

Thank you for applying for an HoH PTSA Grant. This an explanation of each section of the application,

1. Grants typically fall into one of two categories:

Cultural Arts grants are those that expose students to some sort of “cultural arts.” This includes but isn’t limited to: performances, artist in residencies and field trips to museums and theaters. Typically, these student experiences should align with the NYS standards for the Arts and be focused on one or more of the following: Creating, Performing/Producing/Presenting, Responding to or Connecting with the Arts. (Arts is broadly defined.)

CA grants are administered by the PTSA as a representative parent/teacher committee, but paid for by New York State. The district is reimbursed by BOCES for CA expenditures up to a certain amount, set by the state, each year. If we exceed the state funds, the PTSA becomes the granting agency.

Because of their funding structure, we highly encourage faculty and staff to apply for CA grants; any allocated funds that remain unused are lost.

Enrichment grants are those grants that allow teachers and faculty to try new things in their classrooms, introduce programming, enrich student experiences and allow for some “extras.” Enrichment grants are used for things that aren’t covered in the yearly budget and would not be possible without outside funding. Although they are not typically used for infrastructure or normal classroom expenditures, in exceptional cases, these funds may be used for unforeseen regular classroom expenses. Enrichment grants are dependent solely on PTSA funds and therefore on PTSA fundraising. Once a program or activity has been granted, proven successful, and in place for a few years, the expectation is that the district will take over the funding.

2. Please name your grants with the following convention:

last name.school.descriptor
fischer.hhs.sumosoccer

3. Please include your names and relevant positions. If you are a classroom teacher and, for instance, a club sponsor, and the grant is for your club, please include the club name.
4. Please have one contact person per grant. In our responses, we will cc all of the sponsors on the grant application and the building leader, but would prefer to get emails from only one of the applicants.

5. Please remember to include all of the expenses in this total, including shipping, gratuities, meals for presenters, etc. All expenditures must go through an approval process in order for money to be released and if we have an extra expense, even if it is a small amount, it has to be approved by a majority of the executive committee, which may delay funding.
6. All money that we spend is in the service of the children in our district, including teacher professional development. Please include the number of children who will benefit both directly and indirectly from the grant. We try our best to impact the greatest number of children, but that should not deter teachers from applying for grants that will directly benefit the children in their classrooms alone. Because district teachers are collegial and embracing, lessons learned in one classroom can influence many children.
7. We try very hard to fund new programs every year and generally expect the district to budget for successful programs that teachers want to implement repeatedly. In rare instances, we will make exceptions, however, please reach out before applying for a request that we have previously funded.
8. The PTSA has different priorities and a different focus than other granting organizations. We do often work together, particularly under extenuating circumstances. If you have applied for a grant from another district organization, please let us know. We can work with the other organization to figure out an equitable funding formula.
9. We need as detailed a description of the project as possible. Ideally, applicants will articulate both a vision for the project and some foreseeable outcomes. Part of our mission is to encourage faculty and staff to take risks that a typical budget cannot accommodate, but we need to understand the “why,” behind our grants, not just the mechanisms for executing them.
10. The cost of a program is often the factor that determines whether or not we can or will fund a grant. Please put down any anticipated costs, including, as above, incidentals like shipping.
11. There must be approval from either a building or district leader for EVERY grant. We cannot approve grants without the signature of either the principal of the school or the superintendent or assistant superintendent of the district.

HASTINGS ON HUDSON PTSA GRANTS APPLICATION 2021 - 2022

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 12).
4. **Save the completed file as a pdf** and email it to efischer@ptsahastings.org.

1. Type of Grant:

Enrichment Grant

Cultural Arts Grant

2. Title of Grant:

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

4. Email Address:

5. Amount Requested:

6. Approximate number of students who will benefit:

7. Has this project been funded in the past? If so, please specify the school year in which it was funded.

8. Have you applied to another organization for funding this year? If yes, please explain the status of that application.

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 (for school specific requests) or Supt./Asst. Supt. (district-wide impact):

Signature

Date