

# 2018-2019 EZ Grant Guidelines



A primary goal of the Twain Elementary PTSA is to support education. We grant money to offset classroom expenses and fund academic enrichment. Money has been budgeted to fund classroom supplies, cultural enrichment and tutoring, however, other needs may emerge over the course of the school year. The Twain PTSA has set aside funding and developed a process to provide funding for those emergent needs via an EZ Grant.

## **What is an EZ Grant request?**

An EZ grant request can be for a project, program or items that would be paid from PTSA funds. The EZ grants will be awarded to support the Twain PTSA mission, as well as enhance the curriculum and dynamic learning environment of Twain Elementary. EZ grants should have school-wide application and impact (realizing that such impact may be realized over time i.e., the grade-level equipment that will be used for multiple years) rather than one-time events or experiences for individual grade levels.

## **Who may submit an EZ Grant request?**

The EZ grant request may be submitted by individual teachers, entire departments/grade levels and other members of the Twain learning community.

## **How does the review and approval process work?**

Grant requests will be reviewed and awarded by the Twain PTSA "EZ Grant Committee," using the funding criteria and principles listed below. The 2018-2019 budget includes \$3,000 to be awarded.

Grant applications shall be due on Friday, October 26, 2018.

IF FUNDS REMAIN: an additional grant cycle will be announced for Spring. EZ Grants will be awarded and approved according to the Twain PTSA 2018-2019 Standing Rules. Should the EZ Grant Committee recommend grant requests exceeding the annual budgeted amount, it will make a recommendation to the PTSA Board of Directors. The Board of Director will in turn make a recommendation to the General Membership.

## **Funding Criteria and Principles:**

- PTSA funds should benefit the largest possible number of students.
- EZ grants are made for projects, equipment or supplies not traditionally funded or that are no longer funded by the school district.
- EZ grants are neither a promise nor a guarantee of future funding for any particular program. If your EZ grant is approved and requires expenses extending beyond the current school year, a request for those expenses must be made to the PTSA Treasurer for consideration for the following year's PTSA Budget.

- Applicants should explore other sources of funding: councils, departments, districts, other associations, specific fundraisers, donations, etc.
- Projects that are funded by PTSA EZ grants should have proper adult supervision, if applicable.
- Items that are purchased with PTSA funds are property of the school and should remain with school/classroom.
- EZ grants will not serve to reimburse anyone for a purchase that has already been made.
- EZ grants cannot fund salaries.
- Grant applications should include at least 1 bid/cost estimate, when applicable. If awarded, additional bids may be requested.

**Reference Documents:**

The 2018-2019 PTSA Budget and Standing Rules can be found on the Twain PTSA website: [www.twainptsa.org](http://www.twainptsa.org)

For questions about the grant application and/or process, please contact PTSA Treasurer Junghee Pogue at [TwainTreasurer@outlook.com](mailto:TwainTreasurer@outlook.com).

# 2018-2019 EZ Grant Application



Place grant requests in the folder designated for EZ Grants within the PTSA Box in the Main Office or e-mail to your PTSA Treasurer Junghee Pogue at [TwainTreasurer@outlook.com](mailto:TwainTreasurer@outlook.com).

Fall Deadline: 3 p.m. on Friday, October 26, 2018

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Interested applicants are encouraged to contact Junghee Pogue prior to submission to review grant request concept.

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Requested By: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Grade Level/Dept: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Number of Students Impacted: \_\_\_\_\_

Cost per Student: \_\_\_\_\_

Has this request been reviewed with the school principal? If no, why not?

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Time Frame:  One Time  Should this be a line item on next year's budget?

**Please answer the following questions about your request:**

1. Briefly describe the purpose of the grant request and why it is important:

2. How does this project align with the Twain PTSA mission as well as district and grade level learning curriculum? Note: all grant requests will be reviewed with the school principal prior to 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? And if so, please explain how that will be accomplished:
  
5. Is this something that the district can provide?
  
6. What other resources have been investigated for funding this project, including other grants, target fundraising or donations? (There could be other grants that would be funded sooner or for more money than the PTSA can do.)
  
7. What will happen if funding is not provided?
  
8. Is this request time sensitive? If yes, please explain.