



Nelson Elementary PTA 2018-19 Grants Process and Rules

The Nelson PTA Grant program supports programs and activities that enhance and enrich student learning and experiences while building our Nelson Elementary community.

Grant Proposals Scheduling and Submission

1. Grant Proposals Deadlines: **October 1st** **December 1st** **April 1st** (if funds are available)
2. All grants are due **by 3pm** on the grant due date.
3. Grants can be submitted in hard copy to the PTA box in the office or emailed to treasurer@nelsonnavpta.org
4. All instructions, deadlines, and forms will be given in a hard copy to staff.

Proposals and Grants

Nelson PTA funding criteria:

- Relevance to curriculum, school and/or district goals
- Benefit to students or program/department
- Number of students and/or grades benefited
- Length of program: short term or long term (1 year max)
- Demonstrated need – not a school or district responsibility
- Amount requested
- Funds available

-All teachers, staff, parents, and students are eligible to submit a grant request.

-Each grant must be approved by the Nelson PTA Board of Directors.

-Some grants will not be approved. The reasons for non-approval of a grant may include amount of the grant request, supplanting of district or school responsibility, and overlap with other PTA programs. Rejected grants can be resubmitted if rewritten

-The Board of Directors will communicate decisions to the applicant by the next General Membership Meeting.

Purchasing, Reimbursement, Failure to use award

- The list of approved grants will be given to the PTA Treasurer and they will pay all approved grant expenses
- If a grant is not used within 3 months or by June 1st, whichever comes first, then the grant awarded reverts back to the use of the PTA. Prior approval to extend these deadlines is available and should be indicated on the grant application.



**Nelson Elementary PTA
2017-18 Grant Application**

INSTRUCTIONS: Please provide all information and signatures prior to submission of the application. Submit completed application to the PTA box or email to: treasurer@nelsonnavpta.org

1. Applicant Name: _____ Indicate: Student/Parent/Teacher (circle)

2. Name of Proposal: _____ Date of Submission: _____

3. Email and Phone: _____

4. Total Amount Requested: _____ Please include shipping, handling, and taxes

5. Minimum partial funding request (is there a minimum amount that would be helpful?): _____

6. Description of how funds would be used and relationship to curriculum, school, or district goals (brief summary). Attach additional information as necessary:

7. Approximate number of students that will directly benefit from this grant? _____

8. Which grade levels will directly benefit from this grant? _____

9. Which department/club will benefit from grant? _____

10. What is the duration of the program? (ex: 1 week – no longer than school year) _____

11. Date by which funds are needed or anticipated being used? _____

12. Is there another potential funding source? If so, please identify: _____



Budget for Grant Application

Please list out the costs for your proposal. Have price estimates prior to submitting application. PTA cannot cover transportation so please do not include in the budget.

Quantity	Description	Unit Cost	Total Cost

Sub Total _____

Shipping, Handling, Tax _____

Total _____

By signing this application, the applicant agrees to follow and abide by the rules outlined above.

Applicant's Signature: _____

Print Name: _____ Date: _____

FOR NELSON PTA USE

Recording: Date Received: _____ Date Reviewed: _____

Processing:

Approved to move on: Yes/No (circle one)

Returned for more information: Yes/No (circle) Date Resubmitted: _____

Denied: Yes/No (circle) Reason: _____

Nelson PTA Decision:

Approved/Not approved: _____ Amount Approved: _____

Date: _____ Treasurer Signature: _____

Date: _____ President Signature: _____