

# International Community School PTSA

## Grant Guidelines

The Purpose of the Grant process is to allocate funds designated in the annual budget based on requests that meet criteria to effectively enhance the educational environment for ICS students.

### **Eligibility:**

The ICS Principal, teachers, students, and parents on behalf of the school who represent a sponsored club or department are eligible to apply. Applicants may apply individually or as a group.

### **Grant Criteria:**

Funding is available for needs including but not limited to equipment, activities, projects which:

- Have specific uses and goals that are aligned with the PTSA mission and ICS curriculum.
- Must comply with ICS and LWSD guidelines and objectives.
- Strengthen/enrich academic or social performance.
- Directly involve students as much as possible.
- *Priority will be given to requests that have the broadest student impact.*

### **Important Dates:**

Grant Submission deadline:	November 30, 2023
Grant Approval Deadline by Board:	January 5, 2024 (Thursday)
Grant re-imbusement request deadline:	May 31 <sup>st</sup> , 2024.

### **Application Guidelines:**

To be considered for grant funds, submit a completed and signed application form which includes a detailed line-item budget with an explanation of the need.

### **Awareness:**

Non-fundable items:

- Money spent on programs, activities or supplies prior to grant award.



- Teacher salary or release time.
- Non - instructional consumables (including food and incentives).
- Computer related projects not recognized by LWSD technical support.   
Buses/Transportation

The PTSA will attempt to clearly explain why all, or part of your request is not funded. Common reasons grants are not funded:

- Benefit to students and school are limited or not clearly defined.
- Lack of a detailed line-item budget.
- Plan still in the preliminary stage and not ready to implement.
- The application was submitted after completion of project or the purchase of materials.

**Don't forget the details:**

- All paperwork must be completed, e-signed and submitted to ICS Principal [jhendrickson@lwsd.org](mailto:jhendrickson@lwsd.org) .
- A detailed line-item budget must be submitted along with the application.
- Principal shall endorse and forward applications to PTSA VP Curriculum for PTSA approval: [vpcurriculum@icsptsa.org](mailto:vpcurriculum@icsptsa.org)



## **GRANT APPLICATION**

Name of Project/ Proposal:

Number of students expected to participate or benefit from this project:

Summary:

Explain purpose and details of the project. Include how the project will be implemented and describe proposed activities and tasks. Attach supporting documentation if necessary:

### **BUDGET REQUIREMENTS**

A detailed budget is mandatory for a grant to be eligible for funding. Specifically identify the quantities and cost of supplies needed. Attach multiple pages if necessary.

PLEASE NOTE: Ensure that shipping and tax are taken into consideration when determining costs. The exact amounts will be granted by PTSA.

LWSD pays 10.2% sales tax on EVERY purchase, regardless of whether the vendor charges the tax directly. This must be included in the total.



Include information for ALL items needed for the project, including items that will be paid for out of different budgets.

**Project Budget Details (spreadsheets also acceptable)**

Total Cost of Project:

Total \$ Requested from PTSA:

*Please provide itemized details of all expenses below adding up to the total Project cost:*

<b>Item</b>	<b>Funding Source</b>	<b>Explanation of Need</b>	<b>Cost \$</b>

**STATEMENT OF COMMITMENT**

If I receive a grant from the ICS PTSA I will:

- Obtain approval from the ICS PTSA Grant Committee for any changes to the budget
- Return any unused funds to the ICS PTSA
- Identify the ICS PTSA as the funding source in any and all publications



By signing this form, I acknowledge that all items and property purchased with an ICS grant become the property of ICS and the Lake Washington School district, and I understand that the Lake Washington School District assumes all associated liability.

Applicant Name:

Applicant Signature:

Date

Email:

Telephone #

Advisor Name (if student applicant):

*Submit completed Grant Application to Mr. Hendrickson/Principal at [JHendrickson@lwsd.org](mailto:JHendrickson@lwsd.org)*

**Principal's Support:** I have read this proposal and certify that this would be an appropriate use of funds for our school and will support its implementation. It is compatible with Lake Washington School District goals and policies but cannot be fully funded through our budget.

Principal's Name:

Principal's Signature:

Date: