

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: December 4, 2018

Review by Grant Team : January 4, 2019

Review/Approval by Board: January 4, 2019

Grant funds must be used by June 30 of the year in which received except for special circumstances. Unused allocations will not be carried over to the following year.

Please note that each grant application will be considered on its own merits during each grant cycle.

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, signed and submitted to the ICS PTSA Mail Box in the Office for consideration.
- A detailed line-item budget must be submitted along with the application.
- It is our goal to support the students and staff at ICS to the best of our abilities.
- Please contact the PTSA Grants Committee chair with any questions.
Diane Martin at dmartin@icsptsa.org

GRANT APPLICATION

Name of Program/ Proposal: _____

Subject area(s) of project (i.e mock trial, robotics etc.): _____

Number of students expected to participate in this project: _____

Total dollar amount requested from the PTSA: \$ _____

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:

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 ICS Office for Principal's visibility. ICS office will put the application in PTSA mailbox.

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: _____