

Daniel Bagley PTA Special Initiatives Grant

Daniel Bagley PTA Mission: *To enhance the academic, social, and emotional experience of all students; develop activities that foster a sense of community; and encourage engagement among students, parents, teachers, staff and administrators of Daniel Bagley.*

Special Initiatives Grant Overview

The Special Initiatives Grant was established to fund new programs, events or ideas that support the mission and fall outside of the line items allocated annually by the PTA or school budget.

For 2015-2016, \$3,000 has been allocated to fund special initiatives.

Grant Application Process

If you have a new program, event, or idea you believe supports the mission, or you want to expand an existing program or event, please complete and submit the grant application.

Who can submit an application? Anyone - parents, teachers, staff, even students! If you have an idea that meets the Bagley PTA mission, consider completing the application. *NOTE: If you aren't a teacher, and your proposal affects the classroom, please ask a teacher to co-sponsor.*

Parameters

- Funding is contingent on having appropriate permissions, school or otherwise, to run the project.
- Requests will not be considered if the project can be accomplished using PTA or school budgets allocated for a specific line-item, unless the line-item has already been exhausted OR the owner of the line-item provides a budget which shows how the line-item will be exhausted and therefore the expense can only be incurred if covered by a special grant.
- Requests will only be considered for expenditures not yet incurred – not for reimbursements – unless the following criteria are met:
 1. the grant request is turned in before the expense is incurred;
 2. the opportunity would be lost if the request had to wait for the review cycle deadline;
 3. the requestor acknowledges that funding is not guaranteed, even after the expense has been incurred.
- Requests of \$1,000 or more must be presented to the PTA board for approval. You may be asked to present your proposal to the Committee in person to answer questions they may have.

Evaluation

A committee will evaluate the proposals on the following criteria:

1. Number of students impacted, directly and or indirectly
2. Impact area (i.e. academic support, community building, physical health, art, drama, technology)
3. Cost
4. Use of alternative resources/partnerships
5. Impact on the beneficiaries.

Application Submission and Deadlines

Applications are due by 4 p.m. on the following dates:

- October 30, 2015
- January 22, 2015
- March 18, 2015

Complete the form and email to wendystauff@msn.com or place in the PTA Grant Proposal folder located in the PTA closet in the main office.

NOTE: the SIG committee is able to allocate up to 75% of the budget in the first round and the remainder in the second. You may want to consider applying early, even if your project is not taking place until spring.

Special Initiatives Grant Responses

Grants will be reviewed and applicants notified of the determination within two weeks of the submission deadline.

Questions?

If you have any questions feel free to email wendystauff@msn.com.

Daniel Bagley PTA Special Initiatives Grant Application Form

Request Date _____

Submitted by _____

Phone/E-mail _____

Program/Project Title _____

Continuation of an existing program? Yes No

Start Date _____

End Date _____

Proposed Program/Project Budget

Expenses	Materials	\$ _____
	Equipment	\$ _____
	Other	\$ _____
	Total	\$ _____

Income*	Donations	\$ _____
	Grants*	\$ _____
	Fees	\$ _____
	Other	\$ _____
	Total	\$ _____

Total Funds Requested \$ _____

*do not include amount from this grant request in income

Please describe the program, event or idea for which you are requesting funds.

How will it benefit students at Bagley?

How many students are expected to be impacted directly? Indirectly? If impact is indirect, please elaborate.

What is the primary impact area of the project and does it benefit additional impact areas? Academic / Tutoring support; Social / Emotional development; Art; Drama; Music; other

How and when will it be implemented?

If applicable, is there a volunteer base to support it?

If applicable, provide details / names of partners i.e. additional parents, outside groups or staff.

Other information or comments (feel free to use additional pages):