



The Franklin Elementary PTA Staff Grant Program supports student learning by meeting the needs of teachers and staff. It funds unique or innovative programs or resources; collaborations between teachers; instructional materials and equipment; building and grounds improvements, and more. It does not fund items already in the school budget.

**Grant Type:**

Classroom Instructional Aids: (books, math programs, science resources etc.)

Classroom Equipment: (carpets, screens, blinds, etc.)

Building and Grounds: (paints, AV equipment, etc)

Donation: (DARE dance, fifth grade t-shirts, end-of-year grill-out, etc.)

If you have questions, please contact the PTA at [franklinpta@mpsd.school](mailto:franklinpta@mpsd.school).

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

Requestor(s): \_\_\_\_\_ PTA membership(s)? \_\_\_\_\_

Grant type: \_\_\_\_\_ Total funding requested: \_\_\_\_\_

Department/grade: \_\_\_\_\_ Approximate number of students impacted: \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_ Contact(s) e-mail: \_\_\_\_\_

**Describe this grant project in detail – how will it benefit the school and students?** If you prefer, you may attach your description instead. Include fact sheets, financial specifics such as model numbers and itemized expenses, if applicable. Please note, you may be asked to come to the PTA meeting to be available for questions.

**Has full or partial funding been sought and/or obtained elsewhere? If so, please explain. If partial funding is provided by the PTA, how will the difference be funded?**

**Is there a specific date by which you need the funds; i.e., to meet an application deadline, etc?**

**REQUESTOR SIGNATURE:** \_\_\_\_\_  
*My signature is acknowledgement that I and my co-requestors have read and agree to adhere to the grant program policies and procedures*

**REQUESTOR SIGNATURE:** \_\_\_\_\_  
*My signature is acknowledgement that I and my co-requestors have read and agree to adhere to the grant program policies and procedures*

**Principal Comments:**

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*My signature is acknowledgement that I am in agreement with this project and I have read and agree to adhere to the grant program policies and procedures*

# Franklin Elementary

## PTA



## Staff Grant Program Policies and Procedures

### Submissions

- For 2022-2023, the PTA has designated four pools of Staff Grant monies. Please note, these pool amounts may change year to year depending on income and outcome expenses.
- The Franklin PTA will review applications at PTA meetings until funds are exhausted.
- Complete the application at least two weeks prior to the PTA meeting. Late applications will be held for the following meeting.
- Submit your application to the Franklin principal for review at least two weeks prior to the next PTA meeting. The school principal must sign off on the application before the PTA will review it.

### Review Process

- The Franklin Elementary School PTA Grant Committee will review the applications prior to the PTA meeting. Your request will be scored based on the evaluation criteria.
- At the PTA meeting, active PTA members will receive and vote upon the committee's recommendation.
- PTA meetings are held the third Wednesday of the month; July/August dates to be determined. All meetings will begin at 6:00 p.m.
- If your request is denied, you may reapply.

<b>Evaluation Criteria</b>	<b>Scoring</b>			
Is/Are the requestor(s) member(s) of the Franklin PTA?	0	1		
Is/Are the requestor(s) attendees of the Franklin PTA meetings or events?	0	1		
Will the grant support students' health, well-being or educational success?	0	1	2	3
How many individuals will this grant benefit? The Franklin School PTA grant program prefers broad projects benefitting many students to narrow projects benefitting only a few students.	0	1	2	3
Has this individual/group/project already received PTA funding this school year? Could the request be funded by other means?	Yes	No		
Is the request bringing in new, unique or innovated tools, techniques, materials or instruction to Franklin School?	Yes	No		

## Funding Process

Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are required for all reimbursements. The reimbursement form is available upon request.

Grant recipients have two options:

- **Option 1: Reimbursement** – You purchase the product then submit a reimbursement request form (with original receipts attached). The Franklin PTA treasurer will write a check to the grant recipient for reimbursement.
- **Option 2: PTA direct payment** – Complete a reimbursement request form requesting payment to the vendor (attach a copy of the completed order form). The PTA treasurer will write a check to the vendor and return the check to your school mailbox. You give the check to the vendor. Once you receive the order, you must send a copy of the invoice to the PTA treasurer for the PTA records within 30 days.

## Future Funding and Future Use

- Repeat grant applications are permitted; however, when the PTA meets a grant request, it is not a guarantee for future funding (such as funding the same initiative the following year).
- All materials bought with PTA funds are considered to be the property of Franklin Elementary School. They must remain at the school if the requester should ever leave.

Grant Committee Recommendation:

Approve

Denied

If approved why:

If denied why:

PTA Membership Vote:

Approve \_\_\_\_\_

Denied \_\_\_\_\_

Date requestor notified: \_\_\_\_\_

PTA check no: \_\_\_\_\_ PTA check date: \_\_\_\_\_ Receipts received/grant "closed" \_\_\_\_\_