

PTA PROGRAMS/COMMITTEES FUNDING 2010-2011

OVERVIEW Crocker Highlands Parent Teacher Association allocates funds to help both the PTA and the school achieve their respective mission statements. The PTA manages a budget of around \$200,000 each year. The PTA is mostly funded by individual donations from parent members.

TWO TYPES of GRANTS Beginning with the 2010-2011 school year, the PTA will offer two distinct types of grants.

1. **School-Day Related Grants** that will help the school achieve its mission statement. At least 75% of the PTA's budget will fall in that category. These grants usually involve instructional time and affect teachers directly.
2. **Non School-Day Related Grants** for at most 25% of the PTA's yearly budget will be allocated to achieve the PTA's mission statement. These grants are usually initiated by parents and have minimal or no impact on instructional minutes.

ELIGIBILITY Teachers, groups of teachers, parents, groups of parents, community members, PTA members and principal are eligible for **grants**.

CROCKER HIGHLANDS PTA

525 Midcrest Road, Oakland, CA 94610 (510) 451-5900

e-mail: president@crockerschool.org

Guidelines for PTA Grants for Programs* and Committees

❖ \$750 minimum

1. Applications and proposals must be submitted according to the instructions online at crockerschool.org. Application forms must be completely filled out, typed, and well organized. (Additional pages of Grant proposal may be attached to application forms)
2. Two types of grants are available:
 - a. **School-Day Related Grants** that will help the school achieve its mission statement. At least 75% of the PTA's budget will fall in that category. These grants usually involve instructional time and affect teachers directly.
 - b. **Non-School Day Related Grants** for at most 25% of the PTA's yearly budget will be allocated to achieve the PTA's mission statement. These grants are usually initiated by parents, and have minimal or no impact on instructional minutes.
3. Program/committee's goals should be aligned with the School, School Plan for Single Achievement (SPSA) and/or PTA mission statements.
 - Crocker Highlands Elementary School mission statement can be found at <http://www.crockerschool.org/about/overview/>
 - SPSA is available at Crocker Highlands Elementary School, 525 Midcrest Rd.
 - Crocker Highlands PTA mission statement can be found on the school's website <http://www.crockerschool.org/about/overview/>
4. Program/committee's impact must be measurable – quantitatively (preferred) and/or qualitatively (goals must be specific, measurable, achievable, results-oriented and time bound)
5. The portfolio of approved programs/committees must strive for a balance between benefitting those with greatest needs and broad impact.
6. Program/committee must strive for impact within an academic year with capacity for interim reporting and/or modification of program based on interim results.
7. Any program that costs >10% of the PTA yearly budget (or \$20,000) requires formation of an advisory committee consisting of teacher and parents to help optimize and report on progress. The intent of the Advisory Committee is to foster collaboration between teachers, students, PTA and person in charge of the program/committee.
8. Grants should not supplant funding usually provided by the District.
9. Grant applications must be submitted by April 1.
10. Periodic written reports and/or on-site evaluations for long-term projects will be required. Final reports will be required for all projects over \$750.
11. Grant recipients and school principal will be asked to sign an agreement form when accepting their grant acknowledging that these guidelines and requirements will be addressed as stipulated in this application.

* Programs/committees funded must follow the general guidelines of the California PTA as written in the Toolkit (available at <http://www.capta.org/sections/resources/downloads/toolkit-2009/toolkit-en.pdf>)

Instructions for PTA Grant Application for Program and Committee

WHEN IS THE APPLICATION DUE?

Deadline: Applications are due no later than **April 1, 2010**.

WHAT DOES A COMPLETE APPLICATION INCLUDE?

Each application must include the following in this required order:

Cover Sheet: complete and accurate

Proposal Narrative: complete and detailed

Budget: with required detailed cost estimate attachments

Principal's Agreement: complete with narrative and signature

HOW WILL A GRANT BE CHOSEN?

Selection Process:

April 1 – 7, 2010– Grant reviewed by the PTA's Prioritization Committee

May 1-7, 2010 – Presentation of grant proposal by applicant (for programs without instructional minutes impact) and Principal (for programs with instructional minutes impact) to Prioritization Committee

June 10, 2010 – PTA Board reviews recommendations and budget

June 22nd, 2010- PTA General Association special meeting to review recommendations and budget

HOW DO I SUBMIT MY APPLICATION?

Deliver, email or mail a single copy of your application to the Crocker Highlands PTA at 525 Midcrest Road, Oakland, CA 94610 or president@crockerschool.org.

**Grant Application for PTA Program and Committee
COVER SHEET**

A. Program/Committee Title (5 words or less): _____

Program/Committee Description (25 words or less): _____

Amount Requested _____

Number of students (parents and/or teachers and staff) directly affected: _____

Grade level(s): _____

% of student (parents and/or teachers and staff) body: _____

B. Program/Committee Primary Focus Area: Make one selection only by writing the number one on the appropriate line. Align selection with primary focus that will be impacted by grant. Up to two secondary focus areas can also be marked with a number 2 on the appropriate lines.

- _____ Close the racial achievement gap
- _____ Impact positively the entire school community
- _____ Create a sustainable environment
- _____ Promote involvement and inclusiveness of all families
- _____ Enrich quality education by offering additional areas of learning
- _____ Promote academic excellence by providing additional support to existing learning
- _____ Inspire personal and social responsibility
- _____ Fosters enthusiasm for learning

C. Lead Program/Committee Contact:

Name/Position: _____ Phone _____

Address: _____ City: _____ Zip: _____

Signature: _____ email: _____

Alternate lead contact:

Partner Name _____

Position/Grade: _____ Phone _____

Address: _____ City: _____ Zip: _____

Signature: _____ email: _____

Other participants:

Please give Name, Position, and Email for each participant:

**Program/Committee Grant
APPLICATION**

Must be typed, not handwritten, using the following format.

I. PURPOSE OF PROGRAM/COMMITTEE GRANT NARRATIVE

a. Identify the overall *goal* and describe the *need* that your program/committee addresses at Crocker Highlands.

b. Describe *how* this program/committee will address that need. Include data and research when available.

c. If the program/committee includes instructional minutes, please explain how the curriculum of the program follows California State Standards for each grade. Attach documents if necessary.

d. Please briefly describe how this program/committee will be aligned with the primary and secondary focus areas indicated on item B on previous page.

e. Identify the personnel in the implementation and execution of your program/committee. Include and estimate number of hours involved for each.

<p>f. Identify the volunteers in the implementation execution of your program/committee. Include and estimate number of hours involved for each.</p>
<p>g. For programs/committees using instructional time, please detail the number of teaching minutes per class and the size of classes per grade.</p>
<p>h Describe expected outcomes of your project and how success will be determined for the program/committee in general and/or for each of the projects involved in the program/committee. Show how outcomes will be:</p> <p>Specific:</p> <p>Measurable:</p> <p>Achievable:</p> <p>Results-Oriented:</p> <p>Timebound:</p> <p>This will serve as the basis for the evaluation for the success of your program/committee.</p>

II. FUNDING

<p>Program Duration and Funding</p>
<p>Has other funding been sought for this project? Has it been funded before?</p>
<p>If this will be an ongoing program/committee, please include the long-term strategies for funding this project at the end of the grant period (i.e., the end of 2010-2011 school year).</p>

III. ITEMIZED BUDGET

An *itemized* breakdown, following the format below, of *specific* project expenses is required. Include complete and detailed description of program/committee and equipment requested. Attach graphics, vendor brochures, research data, resumes, or other supporting material.

<p>Salary (includes meeting time and professional development) and/or consultant fees. Please itemize.</p> <ul style="list-style-type: none"> - personnel teaching hours per week (hourly rate:) - set up time per week: - prep time per week: - meeting and professional development time per year - other paid time: <p>Volunteer hours:</p> <ul style="list-style-type: none"> - number of volunteer per week (approximate amount) - volunteer hours per week (approximate amount) 	<p>Dollar amount\$</p>
<p>Equipment and material (attach detail)</p>	<p>Dollar amount</p>
<p>Total Program Cost</p>	<p>\$</p>
<p>Funding from Other sources</p>	
<p>Total Requested from PTA</p>	<p>\$</p>

PTA Program/Committee Grant Application Checklist

To ensure that your application has been properly prepared and contains all information necessary for the PTA's Prioritization Committee to review, please make sure that you have addressed these issues: **(Please include this checklist with your submitted application)**

- ___ Have you completed your application according to the instructions?
*(Attachments or additional pages are acceptable; however, the grant form **must** be filled out and submitted with your grant application.)*

- ___ Have you provided a complete description of your project?
(Applications should include how funds will be used, how many students the project will impact, ,if the project can be applied to multiple classes, repeated for subsequent class years, and how the project ties in with the goals of the PTA, School and SPSA)

- ___ Does your project budget accurately reflect the anticipated expenses for your project?
(It is recommended that applicants secure official price. General cost ranges or cost estimates are discouraged.)

- ___ Have you researched if funds are available for your project directly through the School District?

- ___ If your request involves instructional minutes, you need to go directly to the Principal to send your application. You can contact Principal Beth Rhine at ELIZABETH.RHINE@ousd.k12.ca.us

- ___ If your request is beyond \$20,000, you need to establish an advisory board committee. Please contact the PTA President at president@crockerschool.org or contact the Principal.