

PTA PROGRAMS/COMMITTEES FUNDING 2012-2013

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 about \$250,000 each year. The PTA is mostly funded by individual donations from parent members.

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

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, legibly written or typed, and well organized. (Additional pages of Grant proposal may be attached to application forms)
2. Two types of grants are available:
 - a. **School-generated 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. **PTA-generated 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 Community Schools Strategic Site Plan and/or PTA mission statements.
 - Crocker Highlands Elementary School mission statement can be found at <http://www.crockerschool.org/about/overview/>
 - CSSSP is available at Crocker Highlands Elementary School, 525 Midcrest Rd.
4. Program/committee's impact must be measurable – quantitatively (preferred) and/or qualitatively (goals must be specific, measurable, achievable, results-oriented and time bound). Program/committee must strive for impact within an academic year. Periodic written reports and/or on-site evaluations may be required.
5. The portfolio of approved programs/committees must strive for a balance between benefitting those with greatest needs and broad impact with capacity for interim reporting and/or modification of program based on interim results.
6. Grants will not supplant funding provided by the district for standard classroom requirements for OUSD.
7. Grant applications must be submitted by February 29th, 2012.
8. 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.

Instructions for PTA Grant Application for Program and Committee

Please be sure to carefully complete the application. Incomplete applications will be returned. Areas of particular importance are the program summary and amount requested (page 3) as well as the details on the itemized budget (page 5).

WHEN IS THE APPLICATION DUE?

Deadline: Applications are due no later than **February 29th, 2012.**

HOW DO I SUBMIT MY APPLICATION?

If it is a program with instructional minute impact, please submit the application directly to Crocker Highlands Principal at ELIZABETH.RHINE@ousd.k12.ca.us. If it is a program without instructional minute impact, please submit the application directly to the PTA co-Presidents either by mail to Crocker Highlands or PTA, 525 Midcrest Road, Oakland, CA 94610, or by email at president@crockerschool.org. Thank you!

HOW WILL A GRANT BE CHOSEN?

The principal and leadership committee will review all instructional minute impact applications and the PTA will review any other (non-instructional minute impact) applications. The principal will then present the priorities of the leadership committee to the PTA prioritization committee at a meeting in April. The prioritization committee will then determine if there are any objections or questions regarding the leadership committee's findings and weigh the portfolio of approved programs/committees to assure that we are achieving a balance between benefiting those with greatest needs and broad impact.

Grant Application for PTA Program and Committee

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

Program summary (about 250 words): _____

Program/Committee Grant

Must be typed or legibly 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 (if this is a new program to Crocker).

c. 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 (teachers/parents/staff) in the implementation and execution of your program/committee. Include and estimate number of hours involved for each.

f. For programs/committees using instructional time, please detail the number of teaching minutes per class and the size of classes per grade.

g. 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:
Specific
Measurable
Achievable
Results-Oriented
Time-bound

II. FUNDING

| |
|--|
| Program Duration and Funding |
| Has other funding been sought for this project? Has it been funded before? |

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.

| | |
|---|---------------------------|
| Start date for Prep (if instructional minutes) _____ Start date for teaching _____ End date for teaching _____ Total number of weeks (prep and teaching) _____ | |
| Salary (includes meeting time and professional development) and/or consultant fees. Please multiple by hourly rate to reach a \$ amount for the column on the right. | Dollar amount \$ _____ |
| Paid Hours: | |
| - Hourly Rate: | \$ _____ |
| - Number of personnel teaching hours per week: _____ | \$ _____ |
| - set up time (before teaching begins for the year (in hours) _____ | \$ _____ |
| - prep time (in hours) per week _____ | \$ _____ |
| - meeting and prof. dev. time (in hours) per year _____ | \$ _____ |
| - other paid time (Please specify) _____ | \$ _____ |
| Volunteer Hours: | |
| - total number of volunteers per week (approximate) _____ | |
| - total volunteer hours per week (approximate amount) _____ | |
| Equipment and material (attach detail) | Dollar amount \$ _____ |
| Total Program Cost | \$ |
| Funding from Other sources (if possible) | \$ |
| Total Requested from PTA | \$ |

If your request involves instructional minutes (class time), you need to go directly to the Principal to send your application at ELIZABETH.RHINE@ousd.k12.ca.us. If it does not involve instructional minutes, please send grant application to president@crockerschool.org.