

Burr Elementary School PTA

2011-2012 PTA Grant Application



Grant Program starts October 1, 2011 and all completed applications must be received on or before **March 15th, 2012** to be considered.

Email the application to: amok16@optonline.net - **AND** mail the **signed** application to:
Burr Elementary PTA/PTA Grant Committee,
c/o Burr Elementary School, 1960 Burr Street, Fairfield, CT 06824

Title or Area: _____

Submitted By: _____

Phone: _____ Email: _____

Mark the category you are applying for: Instructional _____ Creative _____

Briefly describe the proposed project.

Who will benefit from the project and how?

Project timeline and location:

What are the expected results?

Please attach additional pages if necessary.

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Burr Student Volunteer Information

Estimated number of students involved with this activity:

Student responsibilities:

Financial Information

Project Budget: Please be as specific and complete as possible with this information so that the committee can fairly compare the applications. Feel free to attach supporting documentation.

Budget Item	Cost	Description

Sources of funding: (Please include any fundraising efforts and who will participate in those efforts.)

Additional Information

-Grant recipients will be required to submit a final report with receipts. Any unused funds must be returned.

-If there is a change in the nature of this activity, contact the committee chairperson immediately.

Applicant Signature

Date

Burr Elementary School PTA

2011-2012 PTA Grant Program

Purpose:

- To nurture and support the creativity and enthusiasm for learning in our students through special projects that provide a unique learning experience for Burr Students.

Guidelines:

- Grants are not to exceed \$200 each.
- Project/program should reach/impact as many Burr students as possible.
- Applicants are defined as teachers, faculty/staff, students, parents or parent groups associated with Burr Elementary School.

Application Process:

- Applications may be obtained from the Burr PTA website at www.burrpta.org.
- Completed application must be received on or before March 15th and will be considered on a first come first serve basis.
- Applications must be mailed and emailed:
 - **Email the application to:** amok16@optonline.net
 - **Mail the signed application to:** Burr Elementary PTA/PTA Grant Committee, c/o Burr Elementary School, 1960 Burr Street, Fairfield, CT 06824 or drop the applications in the PTA Grant box located outside the main office.
- The PTA President, President-Elect, Treasurer and School Principal (PTA Grant Subcommittee) will review each application, prioritize applications and present them to the PTA Executive Board with their recommendations.
- Applications will be judged on:
 1. Number of students that will benefit;
 2. Importance of the learning experience to the students involved;
 3. Diversity of subject areas being awarded grants;
 4. Degree of confidence in project success;
 5. Results anticipated;
 6. Creative ways of learning.
- The PTA Executive Board (including the school principal) will review the PTA Grant Subcommittee's recommendations and determine grant recipients. Applicants will be notified of a decision within 30 days of the deadline.
- The PTA reserves the right to redirect projects that fall in areas where other funds are available and to reject projects that are political in nature or involve other community sensitive issues.
- Grant recipients may request that the PTA write checks directly to vendors for grant related expenses, or expenses can be reimbursed when receipts are submitted, accompanied by proper paperwork. Completed order forms, invoices or receipts may be left for the Treasurer in the PTA treasurer's box. (Forms are located on the PTA website) http://burrpta.org/uploads/2011-2012_PaymentVoucher.pdf
- Final Report: The PTA requires a written report or presentation from each grant recipient within two months of the event completion or by May 31st 2012. An in-person presentation to the PTA Executive Board is preferable.
- Books, software, and other permanent instructional materials and equipment purchased with PTA grants become property of Burr Elementary School.