

Thomas Jefferson Middle School PTSA (TJMS PTSA) Grant Application and Agreement

APPLICATION

Date: _____ Applicant(s) _____

Total Amount Requested: _____ (Sub-total _____ Shipping _____ Taxes _____)

Payment Options (**Check One**):

- Write Check to TJMS (This grant form will go to TJMS Business Office to handle paperwork with Applicant(s).)
- Reimburse Applicant(s) Directly (Applicant(s) will turn in receipts with Check Request Form to TJMS PTSA.)

What will be purchased? (Attach quotes, etc.) _____

Briefly describe the proposal, who will the purchase benefit, and explain how it will benefit the students. (Attach additional pages if needed.): _____

When will the item(s) be needed or the project(s) take place? _____

AGREEMENT

The TJMS PTSA will award to the Vancouver School District a monetary grant in the amount of \$ _____ (Check # _____). This grant is for the sole and express purpose described above.

It is agreed between the organization and the Vancouver School District that the grant will be expended for its intended purpose(s) on or before **the last day of the current school year**. Any unused or unexpectedly leftover funds must be reported to the TJMS PTSA. TJMS PTSA approval is required to spend any remaining funds. The Vancouver School District will provide a complete accounting of the expenditure of the grant funds to the TJMS PTSA.

Receipts accounting for the expenditure of funds will be supplied to:

TJMS PTSA Treasurer
3000 NW 119th Street
Vancouver, WA 98685

ADMIN APPROVAL: _____ Date Received: _____
Principal or Associate Principal

PTSA APPROVAL: _____ Date Received: _____
TJMS PTSA Officer

PTSA APPROVAL: _____ Date Received: _____
TJMS PTSA Officer

PTSA MEETING APPROVAL: _____ Date of Board Mtg. (if under \$500) or General Mtg. (if over \$500)

If Denied, why? _____
_____ Date copy of Grant Application and Agreement given to Applicant(s).

Grant Application and Agreement Instructions (Updated March 2017)

General:

1. Complete Grant Application section of form.
2. Submit form to Principal for administrative review and signature of Grant Agreement section.
3. If Principal approves application and signs agreement, submit form to the TJMS PTSA Treasurer. If the grant is over \$500, then the signed form needs to be turned in at least 10 days prior to a General Meeting. If the grant is under \$500, then the form needs to be turned in at least 10 days prior to a Board Meeting. (The TJMS PTSA Board can approve grants up to \$500. Large grants must be presented at a General Membership Meeting. Two TJMS PTSA Officer signatures required on all Grant Agreements.) Grants will be evaluated against the selection guidelines listed below and available funds. Upon TJMS PTSA approval, Treasurer will submit this grant form to TJMS Business Office with a check, unless reimbursing applicant directly and give copy to applicant(s).
4. Applicants are strongly encouraged to be present at the meeting to present and answer questions about their application. (Dates and times of regularly scheduled meetings are on the PTSA webpage on the TJMS website.)
5. Purchases may be made AFTER approval of the Grant Application and Agreement. Purchases made PRIOR to submitting a Grant Application and Agreement cannot be guaranteed to be reimbursed by the PTSA. **Granted monies should be used no later than the last day of the current school year, as TJMS PTSA fiscal year ends June 30th.**

Specific Items:

TOTAL AMOUNT REQUESTED

Please ask for as much money as you will need. This amount should include any postage, shipping and handling fees, sales tax, etc. (If you ask for and are granted \$500 and the item comes to \$535 because of shipping and tax, a Board Meeting vote is required to grant you the additional funds through a grant amendment.) If you don't know how many students will be participating in an event, please budget for the maximum. There is no administrative or bookkeeping problem if the final grant billing ends up less than your approved amount. In that case, the unused funds will be returned to the budget for reallocation.

DESCRIPTION (PURPOSE and BENEFIT)

You do not have to write a large dialogue in this area of the application. Just remember that the people reviewing your proposals might not understand how your request will be used by or for the students without a detailed explanation and attachments.

Selection Guidelines:

TJMS PTSA was formed and continues with the purpose of enhancing the educational experience of the Thomas Jefferson student body. With this in mind, grants which benefit a large group of Thomas Jefferson students may have a higher priority than those which affect a smaller number of students.

TJMS PTSA would also like to see the funds raised in a particular time frame (school year) to be used for the students who raised the funds if at all possible, so that they can enjoy the benefits of their hard work fundraising.

TJMS PTSA also encourages purchases of items that are visible to the students and events that will have a lasting impact – again, to demonstrate the benefits of fundraising to the students responsible for raising those funds.

You do not have to be a TJMS PTSA member to receive a grant, however grant requests submitted by TJMS PTSA members may receive priority consideration. Thank you!