

Burr Elementary School PTA

2018-2019 PTA Grant Application



Grant Program runs the length of the school year – to be approved at any meeting of the Burr PTA Board

Email the application to burrptapresident@gmail.com - AND mail or drop in the PTA President's mailbox at Burr, the signed application to:

Burr Elementary PTA
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.

Burr Elementary School PTA

2018-2019 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 unless approved by the PTA Board.
- 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 at any time during the school year in order to be considered at the soonest PTA monthly Board meeting. Grants will be considered on a first come, first served basis.
- Applications must be mailed and emailed:
 - **Email the application to:** burrptapresident@gmail.com
 - **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 President 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 Board with their recommendations. Alternatively, the President may present the application to the PTA Board at a meeting of the Board, for approval.
- 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 Board (including the school principal) will review the PTA Grant Subcommittee's recommendations (or the proposal by the President), and determine grant recipients at any meeting of the PTA Board.
- 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)
- Final Report: The PTA requires a written report or presentation from each grant recipient within two months of the event completion or by May 31, 2019. An in-person presentation to the PTA Board is preferable.
- Books, software, and other permanent instructional materials and equipment purchased with PTA grants become property of Burr Elementary School.