

## BARCLAY BROOK/BROOKSIDE PTA GRANT PROGRAM GUIDELINES

**Purpose:** To promote education, nurture creativity and enthusiasm by awarding grants to teachers, groups of teachers or other faculty members to carry out special projects in their classrooms or departments that provide a unique learning experience to the students, **when funds are not otherwise available**. Funds can also be awarded for special needs that benefit the majority of the students.

Funds for the Grant Program are determined after all PTA committees have been budgeted for and can be eliminated or reduced through the budget action of the PTA Executive Board.

The PTA reserves the right to redirect projects that fall in areas where other funds are available, and veto those that are involved in politically or community sensitive areas.

### Guidelines

- **Any staff member who is a current member of the Barclay Brook / Brookside PTA will be allowed to submit a grant request for either:**
  - 1) Instructional/educational purposes
  - 2) Creative learning projects or
  - 3) Exclusive special needs situation.
- Applications must be submitted to the Grant Committee (GC) by the deadline. The Grant Committee will review, request, and advise on the format and substance of request before submitting it to the PTA Executive Board.
- The PTA Executive Board will prioritize and approve the projects based on:
  - Creative ways of learning;
  - Results anticipated;
  - Number of students that will benefit;
  - Diversity of subject areas being awarded grants;
  - Importance of the learning experience to the students involved;
  - Degree of confidence in project success.
- As a courtesy, please provide a copy of your request to the principal for an initial review.
- Grant recipients will have two options for receiving the grant money. In both cases, a "**PTA Payment Voucher/Check Request**" form must be completed. The form can be obtained from the PTA website at [www.bbbspta.org](http://www.bbbspta.org) under "**Committees**". Please note that shipping costs must be included in the amount of the grant request.

### Option 1

- The Grant Recipient places the order and purchases the product.
- The Grant Recipient completes a Reimbursement Request form.
- The PTA Treasurer will write a check payable to Grant Recipient for reimbursement.

### Option 2

- The Grant Recipient completes a Payment Voucher form with a "**Pay to**" of the vendor (attach a copy of the completed order form).
- The PTA Treasurer will write a check to the vendor and will place the check in the requestor's school mailbox for delivery to the vendor.

All proper documentation including invoices and receipts must be given to the PTA Treasurer for PTA records.

# *Barclay Brook/Brookside PTA Grant Application*

**Title or Area:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_

**Mark the category you are applying for:** \_\_\_\_ *Instructional* \_\_\_\_ *Creative* \_\_\_\_ *Other*

**Briefly describe the proposed project.**

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**Who will benefit from the project?**

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**Describe the implementation strategies.**

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**What are the approximate costs involved? (Please include shipping cost)**

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*Additional information may be requested.*

**Dear Barclay Brook/Brookside Faculty/Staff,**

*The BB/BS PTA is pleased to announce a new Grant Committee (GC) that is designed to advise, assist, and facilitate the faculty/staff of BB/BS when applying for grant monies.*

***As a condition of the grant, applicants must be current members of the Barclay Brook-Brookside PTA in order to submit a completed Grant Application (see attached file).***

*Our first round of grants will be awarded in December of 2014. **Requests must be received by the Grant Committee no later than November 26, 2014.** Applications may be placed in the PTA mailbox at each school or emailed to Maureen Drabyk at [maureenbbbspta@gmail.com](mailto:maureenbbbspta@gmail.com). The GC will review and may contact the applicant for further discussion. Once the application has been reviewed and finalized, it will be submitted to the PTA Executive Officers. Once a decision is made, the principal and teacher will be notified of the decision.*

*If a need arises post deadline, consideration will be given provided grant funds are available and an application should be sent to the GC chairperson promptly.*

*All applicants will be notified and, if the grant is approved, discussions will follow with the GC chairperson and monies will be dispersed appropriately.*

*Please feel free to contact the Grant Committee if you have any questions.*

*Sincerely,  
Maureen Drabyk  
Barclay Brook –Brookside PTA Grant Committee Chair*

*(732) 521-2311  
[maureenbbbspta@gmail.com](mailto:maureenbbbspta@gmail.com)*