

2009-2010 EZ Grant Guidelines

The Audubon Elementary PTSA may provide funding in the form of an 'EZ Grant'. An EZ grant is a request for a project, program or items that would be paid from PTSA funds designated via the budget.

The EZ grant may be awarded to support requests from individual teachers, entire departments/grades. Applicants should be an Audubon PTSA member.

The EZ grants will be awarded to support the Audubon PTSA mission, as well as enhance the curriculum and dynamic learning environment of Audubon Elementary. Audubon PTSA is looking to fund programs, events, or items that have a long term impact for the school community as a whole.

Grant requests will be reviewed and prioritized by the Audubon PTSA "Ways and Means Committee". The committee will recommend grant requests to the PTSA Board of Directors and General Membership for final approval.

Funding Criteria and Principles:

- PTSA funds should benefit the largest possible number of students within the scope of the proposed EZ grant.
- EZ grants are made for projects, equipment or supplies not traditionally funded or are no longer funded by the school district. Requests made by staff members should be based on the current C.I.P.s and G.L.E.s for each class or grade as appropriate.
- EZ grants are neither a promise nor a guarantee of future funding for any particular program. If your EZ grant is approved and extends beyond the current school year, a request for funds will need to be made to the PTSA Treasurer to include future funds needed so it can be included in the discussion for the following years PTSA Budget.
- Applicants should explore other sources of funding: councils, departments, districts, other associations, specific fundraisers donations, etc.
- Projects that are funded by PTSA EZ grants should have proper adult supervision, if applicable.

- Items that are purchased with PTSA funds are property of the school and should remain with school/classroom.
- EZ grants will not serve to reimburse anyone for a purchase that is already made.
- EZ grants cannot fund salaries.
- Grants should include at least 3 bids, when applicable. If bids are not applicable, please provide 3 references for the program you are looking to fund.

2009-2010 EZ Grant Application

Date:	
Project Title:	
Requested by:	
Grade Level/Dept:	
Amount Requested:	
Number of Students Impacted:	
Time Frame:	<input type="checkbox"/> One Time <input type="checkbox"/> Should this be a line item on next year's budget?

5. Is this something that the district can provide?

6. What other resources have been investigated for funding this project, including other grants, target fundraising or donations? (There could be other grants that would be funded sooner or for more money than the PTSA can do.)

7. What will happen if funding is not provided?

8. Is this request time sensitive? If yes, please explain.