



GRANTS

PTA & Grants
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Don't Take Grants for Granted!

Why offer grants?

- Great way to quantify fundraising efforts and even drive greater results
- Builds teacher morale
- Funds things that may not be able to be funded otherwise for the school (basic pta funding/budget rules apply ie. still cannot pay salaries)
- Encourages teachers to “think outside the box” and explore different methods of teaching in the classroom

Exploring options:



- School Based Grants (not through PTA)
- National PTA Grants
- Grants for your PTA and school that PTA Applies for
- “In-house” PTA grants for your School/Teachers

What kind of items do PTAs get grants for???

Where is the gap? What can your parent group do to fix it?

- age-appropriate playground equipment
- landscaping, nature trails, water gardens, wildflower gardens (focus on wildflowers of your state)
- math and science workstations
- computer equipment (upgrade, repair, and software purchases)
- support for an early learning center (for supplemental items not paid for by federal grants to the district)
- athletic equipment and uniforms, band equipment and uniforms
- related arts programs and many others.

Select a grant writing committee

- Person who is a good writer and good at meeting deadlines
- Someone skilled at research and information gathering
- Principal
- Teacher
- PTA Board member



Things to put on your radar prior to submitting a grant

- Ask your board and provide the committee with the following...
 - What do you want to do
 - How are you are going to do it
 - Who you hope to serve
 - What you hope to accomplish
 - How you will spend the money
 - How you will give a final report of the grant



Community Collaboration.....

- Connect with people in the **business community**
- Check with the local **chamber of commerce**
- Identify CEOs, community resource personnel, or plant managers as your contacts.
 - Call or make an appointment to visit and discuss your grant needs.
 - Does the company have a foundation that supports education?
 - What about music, art, sports, programs for gifted students, or other areas that strengthen the curriculum? Never overlook the number one rule in funding: The proposal must meet the grantmaker's priorities. If a foundation supports math programs, don't ask for band instruments.
- Does the foundation provide a grant application? Can it be downloaded from the website or sent by mail?
- Federal grants and some foundations usually require a collaboration with other community agencies (in addition to the school).

Before submission...

dot your i's and cross your t's

- **Review the grant proposal.**
 - Designate individuals to provide specific information, such as school and community data, goals, objectives, and budget.
 - Assign just one person to write the proposal itself.
- **Ask a qualified person to read the grant before submission.**
- **Send your grant request prior to the deadline.**
- **Check the number of copies required.**

Tips from Certified Grant Writer -

Lisa Finley- Certified Grant Writer Greenville County Schools

- Grants are a **competitive process**
- Use **rejected applications as a template**
- It is ok to **simultaneously submit to several different funders**
- **Reach out to the funder** they plan to approach prior to applying.
- **Always send a thank you note** to the foundation. Email is fine, in most cases.



School Based Grants

Greenville County Schools - Grant Resources

<https://www.greenville.k12.sc.us/Employees/main.asp?titleid=grants>

Richland District 1 & Lexington District 1 Schools - Grant Resources

<https://www.richlandone.org/domain/143>

<http://www.lexington1.net/about/educational-foundation/grants-and-scholarships>

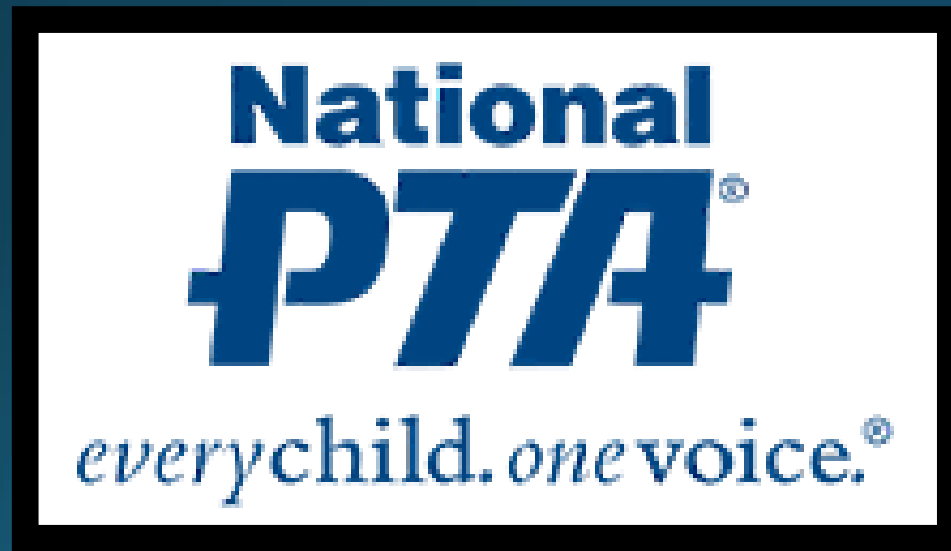
Charleston County Schools - Grant Resources

<https://www.ccsdschools.com/divisions/strat/grants>

Teachers and Administrators- great resource for PTA to explore supporting grant information including statistical data

National PTA Grants -

www.pta.org/home/run-your-pta/Awards-Grants



STEM + Families Tech Grants sponsored by Microsoft

- The 2018 National PTA STEM + Families Tech Grants sponsored by Microsoft will award \$1,000 to 35 local PTAs to host a STEM + Families Tech Night in the spring of 2018.

State PTA Family Engagement Innovation Challenge

- Through the State PTA Family Engagement Innovation Challenge- Selected states will receive \$3,000 and significant learning and networking opportunities within and outside PTA, as well as the chance to compete for up to \$8,000 worth of publicity support and implementation funding in 2019

Take Your Family to School Week Grants

- Sponsored by Chrysler and Google Chromebook will provide \$1,000 to 55 local PTA's who commit to hosting an event that focuses on one of three PTA programmatic themes: Health and Safety; Literacy and Digital Learning.

Mary Lou Anderson Grants

- Host an arts education event this Fall in celebration of the Reflections 50th Anniversary!

Grant sources

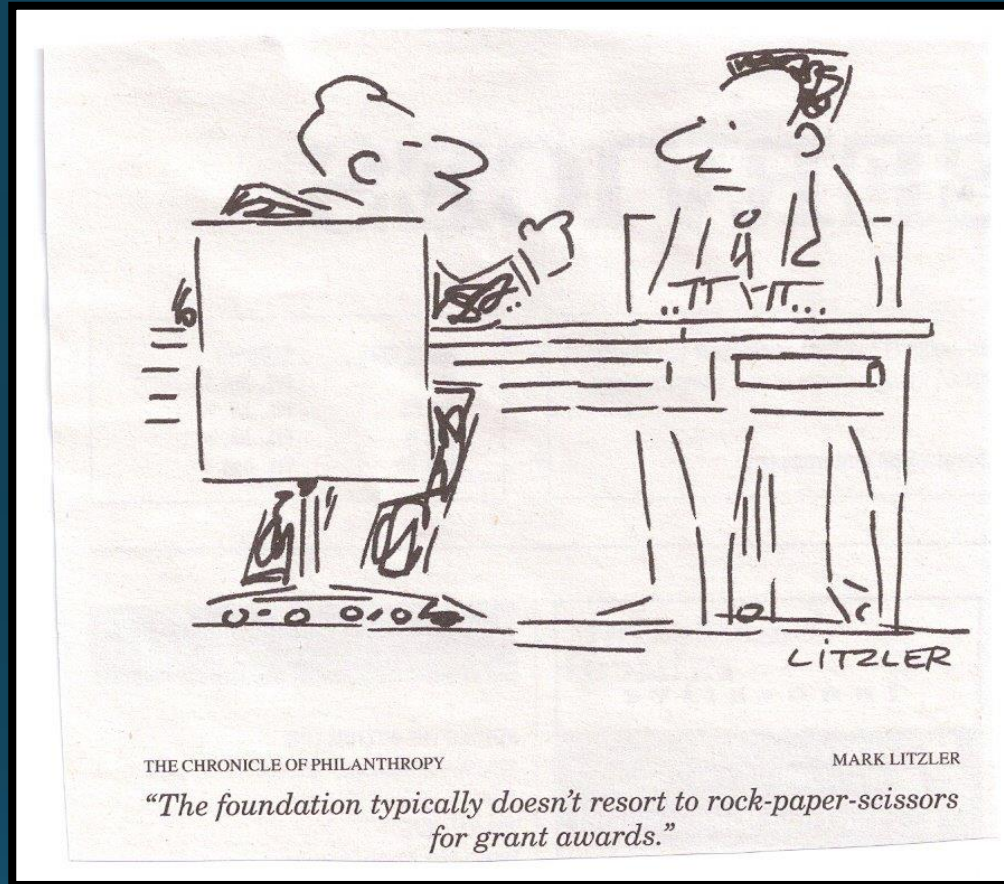
- Grant Station: <https://grantstation.com/> yearly fee (discount through techsoup.org)
- [Fundsnet.com](https://fundsnet.com/) – A searchable and comprehensive grants directory of funding opportunities by topic. Teachers and administrators are encouraged to access this website often for funding ideas.
- [Donorschoose.org](https://donorschoose.org/) – Site requires that teachers register for an account, through which private investors can make donations to classroom projects. Many teachers report great success with this process.
- [Foundation Center](https://www.foundationcenter.org/) – Subscription site that offers limited search capabilities to visitors. However, the Main Branch of the Greenville County Library offers this service in the 2nd floor reference department. Comprehensive listing of national and international corporate and private foundations. www.foundationcenter.org

Grant sources continued....

- Grantsalert.com – Website dedicated to announcing upcoming corporate, federal, and foundational grants specifically for educational needs.
- Grants.gov – Grant database searchable by keyword, category, or agency.
- [U.S. Department of Education](http://U.S.DepartmentofEducation) – Links to federal grant competitions.<http://www.ed.gov/>
- [S.C. Department of Education](http://S.C.DepartmentofEducation) – Links to state and federal competitions.<http://www.ed.sc.gov/>
- [Lowe's Charitable and Educational Foundation](http://Lowe'sCharitableandEducationalFoundation) is a community program giving away \$5 million in grants aimed specifically at parent groups. www.toolboxforeducation.com

Grant sources continued....

- Foundation Giving Trends is a book updated yearly that lists the largest foundations in the United States and the types of causes they commonly fund. It's published and sold by the Foundation Center. www.fdncenter.org The Foundation Directory Online, also from the Foundation Center, is a subscription service that provides frequently updated information on 80,000 grantmakers. www.fconline.fdncenter.org
- Quinlan Publishing offers several biweekly publications of interest to schools seeking grants, including "Grants for K-12 Hotline." The publications include current information on corporate grants, with descriptions of the application process. www.quinlan.com



THE CHRONICLE OF PHILANTHROPY

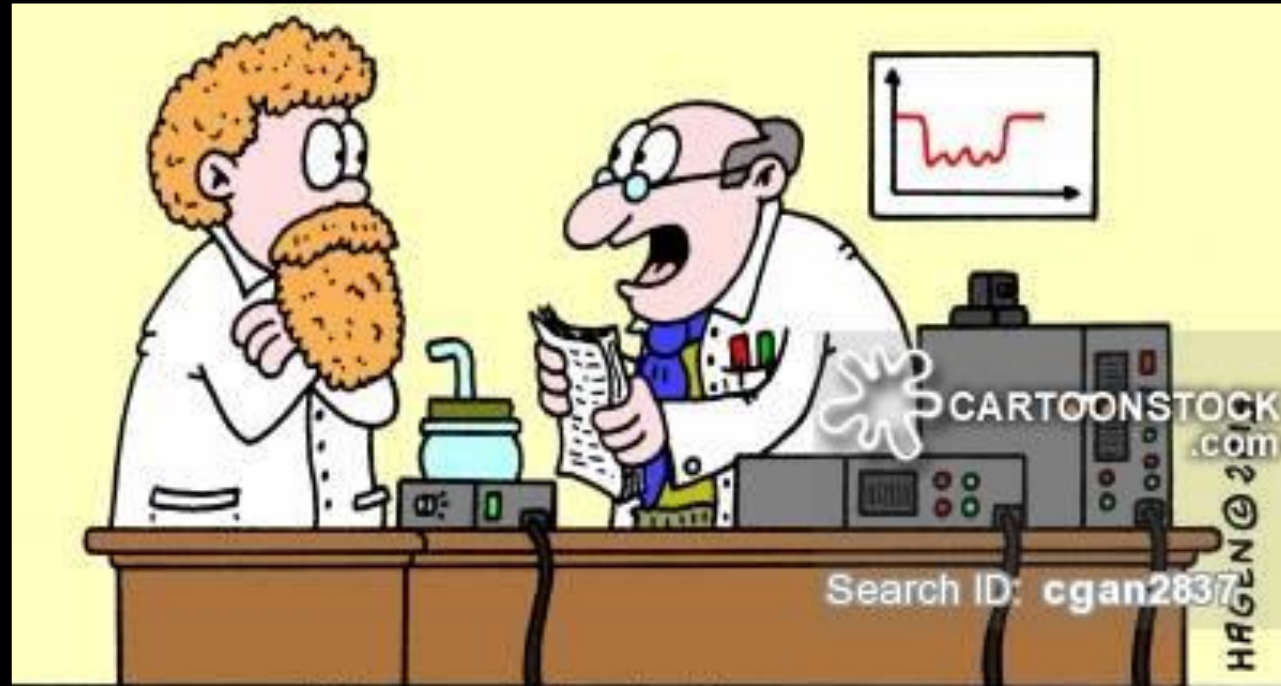
MARK LITZLER

*"The foundation typically doesn't resort to rock-paper-scissors
for grant awards."*

Offering "In House" PTA Grants....

Teacher/School grants from PTA

- Application process – receiving these (a neutral party that is not a decision maker on the committee i.e. secretary). Make it easy as possible so more teachers/staff will apply
- Clear guidelines: as to what the money can and cannot be used for. Also that property purchased with the funds belong to the school and/or PTA
- Establish a Committee- Odd number for voting. Recommend someone familiar with additional school funding sources, a PTA Exec. Board member (President and treasurer), SIC leader, Teacher.



**It's an ethical dilemma now:
We have solved the problem but still have
two years of funding through our research grant...**

**Ensure to document and be transparent with
grant funding**

What some PTAs are doing:

- “Budget funds for ‘**Teacher Projects**’ each year- teachers vote on which projects will get funded. Projects are presented at a staff meeting and then the teachers rank them in order. This allows PTA to fund things the teachers want/need.” - *AJ Whittenburg*
- “**Distribute mini-grants to teachers** after Fall fundraiser. All teachers are invited to submit grant requests, and the entire board reviews the applications and submits a recommendation to the general membership for approval.” - *Stone Academy*
- “Apply for grants to help support PTA programs. This year, we were awarded a **National PTA grant** that was used to fund parent training, and one of our parents applied for a **community grant** to help with our school garden.” - *Stone Academy*

Components to the process

Application Process

- **Clear submission form and guidelines-** make it easy for teachers and staff to submit (Google Forms)
- If using someone to redact the forms for anonymity, use someone not on the committee to review (give only that person rights to view the responses)
- **Committee formation**

Guidelines

- **Ensure clear guidelines**
 - What the funds are to be used for
 - Reimbursement forms and procedures and deadlines
 - Ownership of items purchased (i.e. school/pta)
 - Must support the mission of PTA

Tracking

- **Reimbursement forms-** require receipts for purchases and deadline for reimbursements
- **Line item in budget** for grant
- Treasurer to **track expenses** and ensure purchases do not exceed approved grant amount
- **Report** to the board and general PTA regarding funds

PTSA Mini Grant Program Guidelines Spring 2017

Fisher Middle PTSA is proud to offer a SECOND opportunity for teachers to participate in our mini-grant program for this school year. The budget for this second phase is \$6,000.00. The PTSA hopes to nurture creativity, enthusiasm, and outstanding teaching by funding proposals that would not be funded otherwise.

This program is funded through PTSA general revenue as a means to support both teachers and classrooms. Applications are considered and awarded on the basis of creativity, universality (in terms of number of students served), and educational benefit. All funds are to be spent within the 2016-17 academic year.

The Grant committee will be composed of an Administrator, PTSA President, PTSA Treasurer, and a chosen PTSA Board Grant representative. Grants submissions will be due December 14, 2016. The committee will review the grant applications and award grants by January 20, 2017.

Application Guidelines

- Teachers must be current members of the PTSA in order to apply.
- Requests are limited to projects with a *direct educational purpose or need*. Proposals should not be for any project already funded by the School District or through any other means. Teachers should not request funding for items that are primarily parental responsibilities (field trips, student's personal supplies, etc). Projects that have a limited lifespan or scope are discouraged. Teachers may co-author requests.
- The maximum amount that you may apply for is \$300 per teacher and \$800 per learning community, grade level or related arts area.
- Each application should be typed. Submissions will be anonymous to the committee. **Electronic submissions are required and must be sent to PTSA Secretary, Kirstin Small at fishermiddleptsasecretary@gmail.com**. The application will be given a number when submitted.
- The deadline for submission of the mini-grants is Wednesday December 14, 2016. Late applications will not be accepted. Notification of awards will occur on or before January 20, 2017.
- Grant approval is based on the objectives, anticipated results & benefits, number of students involved, importance of learning experience, confidence in project success, and exceptional aspects of the proposal.
- Teachers who are awarded grants will be required to submit receipts with the appropriate PTA check request forms to the PTSA Treasurer using the appropriate PTSA reimbursement grant form before May 15, 2017. All monies must be spent in the 2016-17 academic year.
- All projects must be in compliance with the School District guidelines and PTA objectives.
- Materials purchased with mini-grant funds become the property of Fisher Middle and must remain at the school if the teacher should leave Fisher.
- PTSA reserves the right to turn down all applications if none meet the criteria. Any remaining funds will revert to the PTSA general fund.



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“It’s a foolproof formula for writing grant applications.”



Fisher Middle PTSA Mini-Grant Application

Proposed Title _____

Submitted By _____

Subject Area _____

Amount Requested _____ Date submitted _____

Range of Impact: Single Class Grade Level/Subject School-wide Community

Please Explain: _____

Objectives: _____

Brief Description: _____

Anticipated expenses:

Supplies: \$ _____

Equipment \$ _____

Shipping \$ _____

Other \$ _____

TOTAL AMOUNT REQUESTED \$ _____

Additional Comments or explanation: _____

Committee use only:

Mini Grant # _____

Date Approved _____

Anticipated Completion Date _____

Amount Approved \$ _____

After review by Mini-grant committee, copies will be given to the Applicant(s), PTSA, and PTSA Treasurer. Original will be filed in the PTSA office.



Fisher Middle PTSA

Mini-Grant Expense Reimbursement Form

Form must be completed and returned by May 15, 2017 to be reimbursed.

Date Requested: _____

Date Purchased: _____

Amount Requested: \$ _____

Name of Approved Grant _____

Amount of Approved Grant \$ _____

Description of Expense: _____

Request made by: _____

How should we distribute the check? (check one)

Mail to vendor: _____

Teacher mailbox: _____

Mail to home address: _____

Other: _____

In order to receive reimbursement you must fill out form completely, attach receipts, and put in treasurer's box.

PTSA Office use only:

Check Number: _____

Name on Check: _____

Date of Check: _____

Amount of Check: _____

Grant Amount: _____

Amount left in Grant: _____



Questions??

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