**BASSETT ELEMENTARY PTA**

**STAFF GRANT PROGRAM**

The Bassett Elementary PTA is pleased to continue our Staff Grant program. Staff grants can be used to help fund special programs, projects, items, and/or events that benefit individual classes, grades, all students, teachers or the Bassett Elementary School community. Grants can also be used to supplement and enhance IB curriculum and projects.

Applications will be accepted year round. Please fill out the attached application to apply for a grant and submit it to the Bassett PTA 1st VP, Mary Macias via the PTA desk in the cafeteria. Upon your submission, you will receive an email confirmation that your application has been received. If you have any questions, please contact Mary Macias at maryomacias@gmail.com.

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| **Goal:** | Provide grants to fund special programs, projects, items and/or events that benefit individual classes, grade levels, teachers, students and the Bassett Elementary School Community. |
| **Who can apply?** | All teachers and staff, individually or in groups. |
| **How do I apply?** | Review the Grant guidelines and complete the attached application. Please submit the applications to the Bassett Elementary 1st VP, Mary Macias via the Grant folder located on the PTA desk in the cafeteria. |
| **What can the funds be used for?** | Funds may be used for materials, books, resources or services requested in your application. |
| **Process for receiving funds.** | Once your request has been approved by Mr. Sanfilippo and the Bassett PTA, awardees/PTA members can make the purchases. To complete payment, awardees can either:  1. save receipts , and request reimbursement, **OR** 2. submit a check request in advance from the PTA Treasurer. |

**TIPS for Completing the Grant Application**

***Please answer all questions on the form clearly and with as much detail as possible.***

***Specify clearly what the money you are requesting will go towards***. For example, if you are requesting $300 for books, please clarify which books, how many you need and how much each book costs.

***Specify an estimated timeline of when your project will be completed.***

**Bassett Elementary PTA**

**Staff Grant Application**

**Fine Print**

All items purchased with grant funding become property of Bassett Elementary School. Supplies purchased for a specific teacher’s use will remain with the teacher. Supplies or technology purchased to support a grade level curriculum will remain with that grade level regardless of the assignment of the applicant.

**Funding Process:**

Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are required for all reimbursements. Reimbursement forms can be found in the PTA corner of the cafeteria on the desk. Please turn in your form to the Treasurer via their cubbyhole on the PTA desk.

Grant recipients have two payment options:

**Option 1: Reimbursement:** You (or a PTA Member) purchase the product, the purchaser submits a Check Request Form to the PTA Treasurer (with original receipts attached). The PTA Treasurer will write a check to the purchaser for reimbursement. PTA cannot reimburse sales tax. PTA will provide applicant with tax-exempt information upon grant approval if needed.

**Option 2: PTA Direct Payment:** Complete a Check Request Form requesting payment direct to the vendor (attach a copy of the completed order form). The PTA Treasurer will write a check payable to the vendor and return the check to your school mailbox. You give the check to the vendor.

If you have any questions regarding payment or reimbursements, please reach out to the Bassett PTA Treasurer, Jen Jones at: jenjones713@gmail.com.

**BASSETT ELEMENTARY PTA**

**GRANT APPLICATION**

*Please answer all the questions in detail. If we have additional questions, we may call or email you for more information.*

**1. Please provide all contact details for the Primary Contact below.**

Requestor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Funding Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Applicant(s) name, position and contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name and brief description of your proposed project:**

**3. Who will benefit from the project?**

Grade(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate number of students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. The IB budget is intended for items and experiences that help further student inquiry across the curriculum.**

**Could IB grant money be used to cover your request? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_**

**If yes, please explain how this staff grant would fulfill student inquiry.**

**5. How will you use the funds? Please be as detailed as possible. If purchasing multiple items with grant funds, please describe the item(s), include cost per item and how many of each you intend to purchase. If available, please attach a web link or a copy of ordering information to this application.**

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| Item Program Description | Vendor | Quantity  (if applicable) | Unit Cost | Subtotal |
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**Total Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Please provide a proposed timeline for your project, including when you expect to use funds.**

**7. Please specify if and how your project relates to the curricula, classroom learning, character education, or topics not part of the required curriculum.**

**8. Who will purchase this grant item? \_\_\_\_\_\_\_ Staff Requestor \_\_\_\_\_ PTA Member**

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| **FOR BASSETT PTA USE ONLY**  Principal Approval: \_\_\_\_\_\_\_\_ Approval \_\_\_\_\_\_\_\_\_\_ Declined  IB Coordinator Verified (if needed): \_\_\_\_\_\_\_\_\_ Approval \_\_\_\_\_\_\_\_\_\_\_ Declined  Treasurer Verified Funds: \_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_ No  Presented at PTA Meeting: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passed: \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No  PTA Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA Check Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |