

CPMA PTSA Grant Application

APPLICANT INFORMATION

Name of Applicant/Group:

Application Date:

Contact Person:

Contact Phone Number:

Contact Email:

PROJECT INFORMATION

Title of Project:

Teacher/Sponsor:

Proposed Start Date:

Number of Students Impacted:

PROPOSED BUDGET

Amount of Funds Requested:

Have funds been requested from another source? If so, where? What amount has already been allocated to this project?

List of Items Covered by Budget (please attach any additional information):

Quantity	Item	Cost

Sometimes PTSA cannot fully fund a grant. If you would be willing to accept partial funding, please let us know what type of partial funding makes sense (*e.g.*, if you are requesting 20 units of something, would 10 units be helpful or useless?)

DESCRIPTION OF PROJECT AND PURPOSE

SIGNATURES

I have read and understand the process by which funds will be awarded for approved grants and understand that all check requests must be submitted prior to the end of the school year.

Signature of applicant:

Date:

Please scan and submit applications by email to cpma.ptsa@gmail.com

FOR PTSA USE ONLY:		
App. #:	Date Received:	Funding Approved:
CPMA PTSA Grant Application		
SUBMISSION REQUIREMENTS		
Applicants must be CPMA PTSA members as of the application deadline.		
Fall Application Deadline:	Friday, October 15, 2018	
Winter Application Deadline:	Friday, January 18, 2019	
Spring Application Deadline:	Friday, April 15, 2019	
CRITERIA FOR REVIEW		
Impact:	The project will benefit the CPMA community. The project is tied to CPMA's educational goals.	
Value:	The amount of funds requested are appropriate for the planned activities, taking into consideration the number of students it will impact.	
Need:	The applicant has demonstrated a need for this money to accomplish the planned goals and funds are unavailable from other primary sources.	
FUNDING		
Grants will only be awarded for future activities/projects and not to reimburse expenses that were incurred before the grant application was submitted for approval.		
Grant awards can be paid in one of three ways: 1) the applicant submits an invoice for the project and the PTSA pays for the project directly; 2) the PTSA provides funds to the school for the project; or 3) the applicant, after receiving approval for the grant, spends the money for the project and then submits a receipt to the PTSA for reimbursement.		
Grants can only be approved for money that is intended to be spent during the current school year and all invoices and check requests must be turned in prior to the end of the school year. Items purchased with PTSA funds are for the benefit of CPMA and its students, and are not the property of the individual grant recipient.		