

**Jordan High School PTSA Grant Program  
2022-2023 Grant Application**

Who May Apply

All teachers and staff at Jordan High School are eligible to apply for grants under this program. Teachers and staff may apply individually or collaboratively.

When to Apply

Application Deadline: May 15, 2023. Applications will be accepted at any time until the deadline.  
Recipients Announced no later than: June 15, 2023.

How to Apply

Applications may be left in the PTSA mailbox. Applications must first be reviewed by the school principal, and then by the full PTSA Grant Committee.

How the Grant Works

Please see page 2 for a detailed description of how the grant is administered, the approval criteria, and grant terms and conditions. If you have additional questions, please email the PTSA Grant Committee at [president@JordanPTSA.org](mailto:president@JordanPTSA.org).

Applicant Name(s): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

The Jordan PTSA thanks you for your participation in this program, and for all the careful and creative thought and hard work that your application represents. Our school community is enriched by your efforts and dedication.



-----For PTSA Grant Committee Use-----

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_

## **Jordan High School PTSA Grant Program 2022-2023 Grant Description**

The Jordan High School PTSA is pleased to announce the PTSA Grant Program, available to teachers and staff at Jordan High School. This is the first year of this program, and we appreciate your understanding as we all learn the most effective ways to implement the grant program. Please give serious consideration to applying for a grant this year; a successful start with many grant awards will provide the best possible foundation for a permanent PTSA Grant Program.

### Purpose of the Grant

The vision of the PTSA is to make every child's potential a reality. The mission of the PTSA is to be a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.

In line with this vision and this mission, the purpose of the PTSA Grant Program is to provide funding to enrich and enhance students' educational experiences and well-being in the school setting, to support teachers in their creative and innovative thinking, and to provide a critical link between the PTSA and the school faculty.

### Grant Funding

The grant program is made possible solely by the fundraising efforts of the PTSA. For the 2022-2023 academic year, the PTSA has approved funding of at least \$1000 in grants.

### Grant Committee

The Grant Committee is composed of the PTSA President, the PTSA Treasurer, the school Principal, and several parent members of the PTSA.

### Grant Criteria

All ideas are welcome. No idea is too big or too small to be considered. We would love to approve every grant!

1. Proposals will be considered in totality to allow decisions based on equity among grades, and classrooms.
2. The goal of the Grant Program is to benefit as many students as possible. Therefore, preference will be given to proposals that benefit students in multiple classrooms or students in the same classrooms over multiple years.
3. Preference will be given to grants that support in-house programs over grants that pay for talent or experience outside of the school staff and the school.
4. Proposals that are denied solely because of insufficient Grant Funds are encouraged to be resubmitted the following year, and will receive preferential consideration at that time.
5. PTSA Grant Funding will not be awarded for projects or materials that are normally provided by the school district.

### Grant Terms and Conditions

1. All items purchased through the PTSA Grant Program become the property of Jordan High School.
2. Grant recipients will be supplied with the PTSA's tax ID number so that sales tax will not be applied to the purchase.
3. Grants will be paid out in one of two ways:
  - a. Grant recipients may provide invoices to the PTSA Treasurer, who will write the checks and notify you that payment has been made. We prefer that recipients use this method, particularly for larger expenses.
  - b. Grant recipients may pay for expenses directly, and then request reimbursement from the PTSA Treasurer. Recipients will be required to fill out a voucher form to request reimbursement and to attach receipts totaling the amount of reimbursement. Requests for reimbursement must be submitted within two weeks of the date the recipient pays the expense, and in no event later than August 1, 2023. Receipts must be dated after the grant is awarded as the grant is not intended for expenses incurred prior to receiving an award.
4. After students have benefited from the grant (or begun to benefit in the case of an ongoing program), grant recipients agree to submit a brief (one page) report to the PTSA, and to present that report at a PTSA Membership meeting. The report will describe the project or activity and explain how students have benefited from the grant. The PTSA looks forward to celebrating, promoting, and publicizing the efforts of the grant recipients and their accomplishments with the grant program. Grant recipients are invited to submit materials that could help showcase their projects, if appropriate. Information from the reports and any other submitted materials may be used in the monthly PTSA newsletters, the PTSA website, and during appropriate school events (such as Curriculum Night and Open House). The more that parents and teachers are made aware of the benefits of the PTSA grant program, the greater support it will have in years to come.

**Jordan High School PTSA Grant Program  
Grant Application**

Proposal Title/Summary: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Proposal Scope: approximately how many students in each grade will benefit from this proposal per year?  
9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

Proposal Longevity: approximately how many years of students will benefit from this proposal? \_\_\_\_\_

Please describe the proposal in the space provided below or attach a description, not to exceed one page. You may also attach supporting documents if you wish.

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How will this proposal enrich the educational experiences and/or well-being of students?

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Please provide a timeline for this proposal, including when funds will be spent and when students will begin to benefit.

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Please provide a detailed budget, either below or on a separate page, listing specifically how the granted funds will be spent.

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Principal's authorization (signature): \_\_\_\_\_

**End of Application**

-----For PTSA Grant Committee Use-----

Application #: \_\_\_\_\_

Additional information/clarification requested: \_\_\_\_\_

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Response: \_\_\_\_\_

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Notes: \_\_\_\_\_

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Proposal Approved: no \_\_\_ yes \_\_\_ Amount Approved \_\_\_\_\_

President's Signature \_\_\_\_\_ Date \_\_\_\_\_