



Silverado Middle School PTA

Grant Application Guidelines

Grant applications are accepted from all Silverado Middle School (SMS) personnel. Grant Application Forms are available in the SMS office and on the PTA website @ www.ptasilverado.org/.

Purpose	Grants are intended to provide resources that will assist Silverado Middle School (SMS) personnel in creating a richer learning experience for SMS students.
Award Criteria	<ul style="list-style-type: none">• Provide resources that will enhance classroom instruction or curriculum.• Are innovative and creative.• Provide students with unique learning opportunities.• May enrich related programs.• Show long term potential.• Have complete descriptions.• Clearly and realistically define the needs, goals, and benefits to students.• Denote the standards, if any, being addressed.• Clearly articulate the methods of implementation, evaluation plan, and associated budget.
Application	<ul style="list-style-type: none">• Grant application proposals may be submitted and are accepted by all SMS personnel.• Grant application proposals are consistent with the SMS priorities, and not ordinarily funded through existing funding streams.• Consumable materials or supplies are generally not funded by the SMS. However, unique consumable materials may be considered if deemed an essential part of the core curriculum provided by the district, supplement what exists, and do not supplant what is provided.• Computer hardware, printers, peripherals, and other technological items may be considered if the items are supplemental to the technology and support provided by the district and do not supplant what is provided. These items must be compatible with district technology.• All grant application proposals must be submitted by the applicant to the PTA one week prior to a regularly scheduled PTA Executive board meeting using the SMS Grant Application Form. Applicants must be in attendance at the Executive PTA meeting in which their application will be reviewed.• Grant application proposals must be specific and answer all of the questions on the SMS Grant Application Form.• All grant application proposals must be signed by the Principal (Must be obtained prior to submission to PTA Executive board) and the Applicant.

Evaluation & Approval Procedures	<ul style="list-style-type: none"> • The PTA Executive Board will consider all grant applications. • Approval consideration is based on the completion of the application and the merits of the project. • All applicants will receive notification of the status of their application.
Denied Application Appeal Process	<ul style="list-style-type: none"> • Applicants may submit a written appeal to the PTA Executive Board within thirty days of notification. • The PTA Executive Board will consider the appeal. • The PTA Executive Board will notify the applicant of its decision. • The decision of the PTA Executive Board is final.
Approved Grant Funds Spending and Reimbursement	<ul style="list-style-type: none"> • The grant recipient purchases the authorized items. • The recipient submits a receipt or paid invoice for reimbursement. • The recipient must submit all receipts and invoices to the PTA Treasurer within four months or by May 1, as determined by the PTA Executive Board, of the school year in which the grant was awarded. • Funds not claimed in accordance with the designated timeline will be returned to the PTA Grant Fund. • Documents for reimbursement are submitted in the PTA mailbox in the SMS Office. • Upon receiving a receipt or invoice the Treasurer will send a check to the appropriate person or location.
Project Evaluation	<ul style="list-style-type: none"> • Grant recipients are required to submit a written Grant Project Post Evaluation to the PTA Executive Board. • The Grant Project Post Evaluation is due within six months after the application award date. • The Grant Project Post Evaluation form is provided with the award notification. • The Grant Project Post Evaluation, along with a summary of the project, will be included in the PTA Website http://www.ptasilverado.org/where-your-money-goes.html. • Grant Project Post Evaluations are submitted to the PTA mailbox in the SMS Office.
Photographs	<ul style="list-style-type: none"> • When submitting a Grant Project Post Evaluation, recipients are encouraged to submit a photograph or photographs of children involved in the project. • Photos may be published on the PTA website @ http://www.ptasilverado.org/where-your-money-goes.html.
Additional Information	<ul style="list-style-type: none"> • All procedures, forms, descriptions of previous projects, and Grant Project Post Evaluations are available on the PTA website @ http://www.ptasilverado.org/where-your-money-goes.html.
Important Dates Submission Dates PTA Executive Board Meeting Review	<ul style="list-style-type: none"> • January 14 - January 31 • February 4