

## **Flocktown-Kossmann PTA Enrichment Grant Guidelines 2016-2017**

The Flocktown-Kossmann PTA grant program will award grants up to \$1000 each. No capital improvements, personal compensation for teachers or textbook purchases will be considered. **Awarded funds must be used within the current school year and within normal school hours.**

### **Important Dates:**

January 13, 2017	Deadline for submission of application forms
February PTA Meeting	Grant recipients announced

### **Requirements and Procedures**

1. Grant applicant(s) must be members of the Flocktown-Kossmann PTA.
2. One typed or neatly handwritten application may be submitted per teacher, individually or as part of a group. Applications must include all details of the items being considered (price, use, benefit) and reference the area of the curriculum the items will support/enhance.
3. Principal will review each application to ensure that it supports curriculum.
4. Approved applications (with applicant names deleted) will be given to a Grant Review Committee composed of at least three PTA members who are not on the executive board or a committee chairperson.
5. Grant Review Committee will approve or decline proposed grants based on the judging criteria.
6. Grant recipients must participate in program evaluation.
7. Funds will be distributed by voucher approval through the PTA liaison.
8. Please be sure to follow the BOE budgeting process guidelines below:
  - No internet orders
  - Must use a district approved vendor
  - Price must include any shipping and handling
9. Grant recipients are requested to present their project at the May or June 2017 PTA meeting.

### **Judging Criteria and Weighting**

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|---|-----|
| 1. Creativity   | 30% |
| 2. Interdisciplinary application                            | 20% |
| 3. Ability to replicate activity with minimal budget impact | 20% |
| 4. Benefit to students                                      | 30% |
| a. Direct or indirect benefit to students                   |     |
| b. Number of students to benefit                            |     |
| c. Amount idea enhances instruction                         |     |