

## 2013-2014 Apollo PTA 2.6.3 Grant Application

The Apollo Elementary PTA's mission is to encourage and support a positive school environment with our students, staff, families and community as we strive to be advocates for programs and policies that nurture youth and education. We do this by sponsoring and funding programs, recruiting and mentoring volunteers, and working in collaboration with the Apollo staff.

### Goals for 2013-2014

1. **Increase Membership**
2. **Facilitate effective communication with the Apollo community through the use of our new website**
3. **Enhance the education of children through enrichment activities**
4. **Continue to increase parent involvement in the PTA**

### Deadline for Applying for Grants:

<b>PTA Meeting Dates:</b>	<b>Grants Due:</b>
November 12, 2013	October 29, 2013
February 11, 2014	January 28, 2013
April 15, 2014	April 1, 2014

The Apollo PTA welcomes grant requests from the staff and parents of Apollo Elementary. Our purpose is to help fund programs that benefit students through educational and enrichment programs, which ideally will affect a large number of students school- and classroom-wide. Funds should not be used to fund individual students, except in the case of scholarship. Funds are limited and availability may vary from year to year. The Apollo PTA board of directors will review applications prior to their vote at a general meeting. Grant applicants should be prepared to answer questions during this review process and at the general meeting.

Applications may be granted fully, asked to be re-written, be partially funded, put on hold or denied. Incomplete forms or forms without approval signatures will not be accepted. Funds are granted based on a one-year commitment only. Applications must be re-submitted each year and will be subject to funding availability and goals of the current board. Grant applications must address at least one of our PTA's identified areas of focus as stated in our Mission Statement above (increased communication, student enrichment, increased parent involvement and membership participation). Items purchased by the Apollo PTA must remain on school property should the teacher become employed elsewhere. Teachers should make arrangements to visit another PTA meeting later in the school year to share success of item/program with the board.

### **Grants will be evaluated on the following criteria:**

1. Is it in line with mission statement and goals?
2. Is funding available or earmarked for other programs?
3. Has a similar program already been funded this year?
4. Is it timely to spend funds now – is the need more immediate than others?
5. Is there a significant number of students affected?
6. Has the applicant considered other sources of support?

Title of Application: Emergent Reader Book Sets for the Guided Reading Bookroom

Name of Applicant(s) Susan Mundell, Chuck Orser

Email: orserc@issaquah.wednet.edu

Phone:425 837-7534

Cash Grant Request Amount: Option A-\$1409      Option B-\$577

Has this been reviewed with Principal for appropriate use of funds: Yes

Have other funding sources been explored: NO

Signature of Applicant: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ date approved: \_\_\_\_\_

*Signature indicates that all other sources of funding have been exhausted and that the principal approves of the item being requested and will accept it on behalf of the school.*

Grant has been reviewed by Board of Directors:

Comments:

### GRANT APPLICATION

Project pertains to: (underline & Bold) – **Literacy**, Science, History, Technology, Math, Social Studies, Arts, Music, Physical Education, Other – please explain:

Underline and Bold the grade levels this project affects: **Kindergarten, First, Second**, Third, Fourth, Fifth, Other – please explain:

How many children will this affect: This will affect all emergent readers in Kindergarten, First, and Second Grade.

1. Please provide a brief description of your grant request and explain how this grant will enhance the education process by filling unmet needs in instructional programs or student enrichment and/or support. Because emergent level books are short in length (usually 6 pages or so), kids will read them quickly. In order for guided reading to be effective at this level, many varied sets are required. This would be a good way to supplement our bookroom for that purpose.
2. How will this integrate into the school's curriculum? Guided reading is a major part of our literacy block.

Equipment and materials Plastic zip lock bags.

Describe what equipment and materials will be needed to conduct the project or maintain and operate them. To store the books in the bookroom.

Specify what equipment is available vs. what needs to be purchased. We have the bags.

**Budget**

Provide a complete, thoroughly researched and documented budget, attaching a quote is helpful. Please use template below as a guide.

Item	Unit Price	Quantity	Total Price
Option A-Emergent Sets A-E Classic Tales	\$1175	1	\$1175
<b>26 Sets of Six Books</b>			
<b>Installation required? No</b>			
<b>Shipping \$117</b>			
<b>Tax \$117</b>			
<b>Total Grant Amount \$1409</b>			

**Timeline (1/2 page or less)**

Complete a timeline detailing the steps of the project from start-up to implementation and completion. Include when feedback will be available to PTA meeting and what your plans are for communicating that information back to PTA before the end of the school year.

**Details to consider (1/2 page or less)**

Is installation required? Is ongoing maintenance involved? If so, who is responsible for upkeep? Any special services, training, equipment or supplies needed from the school or community? Does this item need approval from the school District for liability insurance purposes?

For Treasurer's Use Only: \_\_\_\_\_  
*Approved grants of up to \$350 will be reimbursed by submittal of receipts. Grants over \$350 will be gifted to the school and purchased by the district.*

Check made out to: \_\_\_\_\_

Funds gifted to school: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Unit Price	Quantity	Total Price
Option B-Emergent Sets Copies A-E Classic Tales	\$37	13	\$481
<b>13 Sets of Six Books</b>			
<b>Installation required? No</b>			
<b>Shipping \$48</b>			
<b>Tax \$48</b>			
<b>Total Grant Amount \$577</b>			

