



Janney Elementary School PTA

4130 Albemarle Street, N.W., Washington DC 20016

JANNEY PTA SMALL GRANTS PROGRAM (SGP) 2009-2010

INTRODUCTION

The Janney PTA has created a small grants program to fund projects that will benefit Janney students and the Janney community. Grants may be awarded to teachers, parents or students. These grants may be used to fund anything from capital items to activities, so long as they do not fall within the remit of DCPS funding or other PTA budget lines.¹

Beyond these few limitations, these grants are intended to encourage and enable the many wonderful and creative ideas that Janney parents, teachers, and students have that would embellish the lives and learning of Janney students.

CRITERIA FOR FUNDING

Small grants projects should be of value to the Janney student body or community, and align with the school's overall objectives and priorities. Any project involving activities that take place within school hours must be prepared jointly with a member of the teaching staff and have their signed approval. It is up to the main applicant to manage the project, and report back to the community.

The grants can cover ideas and programs for as much as \$750 and as little as \$15²; we expect the majority to be on the smaller end. Without the typical approval and voting process required for larger PTA grants, we expect to be able to distribute the funds within a month or less of receiving the application.

SUBMITTING PROPOSALS/ BUDGETING CYCLE

All applications should use the PTA Small Grant Application Form. Completed applications should be put in the PTA mailbox in the office in an envelope labeled 'SGP'. A sub-committee including members of staff, parent representatives and members of the LSRT will evaluate the proposals against the school's overall objectives and priorities.

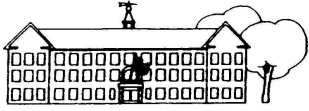
Grants will be awarded on a rolling basis each month and proposals may be submitted at any time.

REPORTING BACK TO THE COMMUNITY

Anyone who receives a small grant will have to prepare a small (1 page) report about the project for accountability and also so that we can learn from others experience. The report will include a description of the project, who was affected and how, and the total actual expenditure (with receipts). We encourage these reports to be creative, and can be done in writing, through multimedia, as a video, using pictures, etc. Any unspent funds should be returned to the PTA with the report. These reports will be made available to the Janney community through the Janney Website.

¹ PTA Small Grants Committee reps can help identify if your project is affected by this.

² The PTA continues to be open to funding larger programs, but these should go through the standard approval process – that is, they should be brought to the PTA co-presidents and presented at a formal Executive Board meeting, and voted on appropriately.



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Janney PTA Small Grant Application Form (09/10)

Name of Applicant(s)*	
Description of project (Max. 250 words)	
How will the project contribute to Janney students and/or the Janney community (Max 500 words)	
Total cost of proposed project.	
Comments on budget – when is the funding needed by?	
Signature of Applicant	Date
Co-signature of teacher (where appropriate)	
Date Application Received	Initials

*Applicant is responsible for administering funds, managing project, and reporting on grant