

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 parents, teachers or groups of students. These grants may be used to fund anything from capital items to activities, but cannot fund items that should normally fall within the remit of DCPS funding or that fall under other PTA budget lines.

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

Applicants must demonstrate the value of the proposed project to the Janney student body or community as a whole and show how the project will align with the school's overall objectives and priorities. Any proposal that involves activities that would take place within school hours should be prepared jointly with a member of the teaching staff and have their signed approval. The main applicant is responsible for administering funds, managing the project, and reporting on grant

The grants are intended to cover ideas and programs that require less than \$750 in total funding; we expect the majority to be significantly smaller, however. The small grant process will be quick and streamlined, without the typical approval and voting process required for larger grants. 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.

SUBMITTING PROPOSALS/ BUDGETING CYCLE

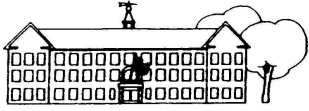
All applications should use the PTA Small Grant Application Form. Completed applications should be put in the PTA mailbox in the office in an envelope labeled 'SGP'. A sub-committee including members of staff, parent representatives and members of the LSRT will evaluate the proposals against the school's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

Grants will be awarded on a biannual basis; however, proposals may be submitted at any time.

- The first round of proposals should be submitted *at the latest* by **October 30, 2009**. Funds will be distributed by December 1, 2009.
- The second round of proposals should be submitted *at the latest* by **February 15, 2010**. Funds will be awarded by March 15, 2010.

ACCOUNTABILITY

All recipients of a grant under the SGP should submit a report on the project once it has been completed to include a description of the project, its impact and outcomes, and the total actual expenditure (with receipts). We encourage these reports to be creative, and can be done in writing (500 words max), through multimedia, as a video, using pictures, etc. Any remaining 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.



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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	
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