

## **Cedar Wood PTA Grant Application**

### **Background**

The Cedar Wood PTA has established a grant process to make funds available to staff at Cedar Wood Elementary for activities and projects designed to support its mission: to “provide a positive, enriching environment where we live, learn, and grow peacefully together.”

The amount of funding varies each year depending on the fundraising and spending of previous and current years. Each year, the amount available will be posted on the Cedar Wood PTA website (<https://cedarwoodpta.org/grants/>).

### **Purpose of Funding**

Grant funds are intended to be used for short-term projects designed to impact the students at Cedar Wood Elementary. It is expected that Cedar Wood staff will be the primary applicants for the grant funding, though parents may also initiate projects if they work with a staff sponsor and focus their projects at the school. *This funding is not intended to replace emergency funding or scholarship funding; if you need to access either emergency or scholarship funding, please contact the PTA.* Funding must be used during the current school year; unspent funds will be reallocated to the general budget for carry-over to the following year.

### **Suggested Funding Cost Bands**

Although the following cost bands are not fixed, we suggest either proposing a project within these guidelines, or providing details explaining why you believe there should be an exception made for this project.

<b>Number of Students Served</b>	<b>Proposed Funding Band</b>
1-25	0-\$300.00
26-50	\$300.00-\$600.00
51+	\$600.00-\$1000.00

### **Application & Review Process**

To apply for grant funding, please answer the questions in the following application and submit it in a word document before the due date. Please follow the instructions carefully and answer each question completely. The application due dates and funding dates are located on the website (<https://cedarwoodpta.org/grants/>).

Applications will be reviewed by a grant application committee and scored as outlined in the instructions. Average scores will be calculated for each application and will be used as a guide for awarding funds. Applications recommended for funding will be presented to the school leadership team for approval. Please see the CWPTA website for a detailed timeline.

### **Disallowed Activities**

Grant funds may not be used for the following: transportation, facilities modifications, or staff salaries.

### **Awarded Grant Requirements**

Upon award, grant recipients will be expected to meet the following requirements:

- Post a grant award certificate in the applicable classrooms and offices
- Grant permission for the project summary to be posted on the website (please let us know if you have concerns about your particularly project)
- Submit a report to the PTA with a summary of project results and photos, where applicable
- Keep receipts for related purchases for reimbursement; or arrange for direct payment prior to purchasing

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### Grant Application Instructions

Please answer the application questions completely and complete the budget form.

#### I. Applicant Information

- a. Name(s) and Job Title(s)
- b. Project Title
- c. Anticipated Number of Students Served
- d. Amount Requested

#### II. Application Narrative (between 1-2 pages)

- a. **Project Summary** (2-3 sentences)
- b. **Describe the need prompting this request** (about 150 words) (5 points)  
Who are the students who will benefit from this project? What gap will this project fill?  
How was this need identified?
- c. **Please provide a detailed project description** (about 500 words) (10 points)  
How many students will be served through the project? Does it fit within the suggested funding bands? Describe the project activities. How will students be served through the project? How long will the project last? How will the project benefit the students?
- d. **Describe how the project fits within the CWPTA mission** (about 150 words) (5 points)  
How does your project help support the CWPTA mission? The mission is as follows: *“The Cedar Wood school community provides a positive, enriching environment where we live, learn, and grow peacefully together.”*
- e. **Priority: Is your project in a priority area?** (about 150 words) (3 bonus points)  
CWPTA will award bonus points to applications who demonstrate that their proposal falls within one of the following two priority areas: 1) STEAM (Science, Technology, Engineering, Arts, Math) or 2) FACE (Family and Community Engagement).

#### III. Application Logistics

- a. **Budget Narrative: Please describe how the requested funds will be used** (unlimited words) (5 points)  
Please be as specific as possible. Describing identified vendors, needed supplies, and the number of each item needed. If you will be using other funding sources, please identify these as well. Please use the attached form for your budget.
- b. **Agreement to provide a summary report**  
Please state that you agree to provide a brief summary report of the project after completion/initiation.
- c. **Additional materials**  
Please provide any supporting materials for your project (product brochures, website addresses, etc.)

**Cedar Wood PTA  
Grant Application Budget Form**

Please complete and submit the following budget form with your application. Please identify any books, videos, equipment, software, subscriptions, or other materials needed for your project. If there are materials or costs covered by other sources, please list those separately.

Items to be covered by CWPTA Grant

Item(s) Description	Anticipated Cost	Vendor (if identified)	Notes
<b>Total Amount Requested</b>			

Items to be covered by other sources (if applicable)

Item(s) Description	Anticipated Cost	Vendor (if identified)	Notes

**Do you have any other comments that would be helpful for us to understand how the grant money will be spent?**


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### Grant Application Rubric – For Grant Review Committee Use Only

Scoring Instructions: Score each section from 1-5.

1 = Criteria are not included or not well-addressed

3 = Criteria are partially included, or included by not well-addressed

5 = Criteria are fully included and well-addressed

<b>Score (1-5)</b>	<b>Scored Application Sections</b>
	Identified Need (1-5) <ul style="list-style-type: none"><li>• Students benefitting from the project are clearly identified.</li><li>• The gap the project will fill is fully described.</li><li>• The application describes how the need was identified.</li></ul>
	Detailed Project Description ( <i>multiply the 1-5 score by 2, resulting in a score from 2-10</i> ) <ul style="list-style-type: none"><li>• Proposed students served within suggested funding cost bands, or justification for an exception is provided.</li><li>• Project activities are described in detail, including the project duration.</li><li>• Benefits to students are described and link clearly to the project activities.</li></ul>
	Project Fit with CWPTA Mission (1-5) <ul style="list-style-type: none"><li>• The application describes how the project fits within the CWPTA mission.</li><li>• The project is clearly linked to the CWPTA mission.</li></ul>
	Budget (1-5) <ul style="list-style-type: none"><li>• Detailed expenses are listed in the application.</li><li>• Proposed expenses are reasonable and appropriate for the described activities.</li></ul>
	Priority Area (3) <ul style="list-style-type: none"><li>• Application describes how the project fits in one of the two identified priority areas (STEAM, FACE)</li></ul>
	<b>Total Score (<i>between 5-25</i>)</b>