



# Williamson Central PTSA Experiential Education Enrichment Grant Program Guidelines

**Purpose:** To promote the Mission and Purpose for the National/New York PTA by awarding grants for the programs and events at each school that provide learning experiences for our students when funds are not otherwise available.

**Grants:** The funds will be allocated by the PTSA board as part of the annual budget for the school year, with the sum of the grant line, being divided evenly amongst all grade levels in each applicable building. The amount of these funds will be reflected in the Williamson PTSA budget at the beginning of each school year. Awarding all grant money will not be required if there is no proposals turned in or if the grant committee judges none worthwhile. Any grant money leftover and not rewarded will revert to the PTSA general fund for allocation at the end of the year. Funds can be eliminated or reduced through the budget action of the PTSA board.

**Grant Committee:** The Williamson Central PTSA Experiential Education Enrichment (E.E.E.) Grant Committee will consist of the Williamson Central PTSA Board Treasurer and a committee chairperson from the Williamson Central PTSA Executive Board and at least two members from the Williamson Central PTSA. The E.E.E. Committee's function will be to provide necessary information to the Executive Board and unit members to consider applications made for disbursement of funds. The Committee will also make recommendations to the Executive Board for their consideration.

**Program Guidelines:** The request for assistance must be made by the Principal of his/her school, with assistance of their respective PTSA Building Representative (except in the case where a building rep has not been appointed). E.E.E. Grant applications are available on the PTSA web page. The funds will be granted for the purpose of student educational Field Trips and/or in classroom grade level appropriate enrichment programs that support the mission and purpose of the National and NYS PTA (see reverse side). Funds being requested are not to be used for reimbursement of a previous activity, or activities/programs that have been "cut" from the school budget.

***The grant recipient will be expected to:***

- Complete the E.E.E. grant application (with the building principals' approval/signature).
- Provide feedback on experiences to the Williamson Central PTSA unit at the next meeting

**Procedures:** A Williamson Central School Principal may request an application for an E.E.E. grant from the Williamson Central PTSA, through their appointed PTSA Building Representative (if applicable), or by printing the guidelines and application from the PTSA Webpage. The application should be completed, signed and returned to the Williamson PTSA Treasurer, who will notify the Grant Committee and the Unit President of said request.

The Grant application via an e-mail to the building Principal. The applications will be reviewed by the Grant Committee and presented to the Executive Board and General Membership for their recommendation for final approval or denial within 15 days of when the application has been received by the treasurer. In the event that a general membership meeting does not occur within the 15 day time frame a vote will be presented to the Executive Board and General Membership via e-mail. All decisions for disbursement of funds will be granted or denied according to need and the EEE grant programs criteria. The amount of funds awarded will be determined by the application the funds available per grade level and the units specific financial needs.

Following the approval of the yearly PTA budget by the members of the unit, a letter will be written and presented to the district Superintendent in the Williamson central Board of Education for a resolution that officially accepts the approved budgeted Experiential Educational Enrichment Grant money for each school year

Adopted on 9/9/2014

\*This form and process is subject to change upon review by the Williamson Central PTSA

# Williamson Central PTSA Experiential Education Enrichment Grant Application

Applicant Name: \_\_\_\_\_

PSA Building Rep. (if applicable) \_\_\_\_\_

Building for which moneies are requested: \_\_\_\_\_

Describe the sole and express purpose of the **Field Trip** event and/or **class room grade level appropriate enrichment programs** for which you are requesting funds:

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Who will benefit from the event/program? (i.e. entire student body **(assembly)**, or grade levels(s))

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Dollar Amount Requested: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Date

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## *PTSA USE ONLY:*

Date Application was received: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date Application was presented to Board & Members: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By Williamson Central PTSA on: \_\_\_\_\_

Date Grant Agreement was completed with all signatures: \_\_\_\_\_

Date of Williamson BOE Acceptance: \_\_\_\_\_

Provide feedback to the PTSA by: \_\_\_\_\_