



SOMERS HIGH SCHOOL PTSA GRANT APPLICATION

Please return this completed form (and all supporting documentation) to the SHS PTSA Grants & Scholarship Chairperson at shsgrants@gmail.com

Somers High School Parent Teacher Student Association (SHS PTSA) Grants are intended to fund innovative projects that will enhance students' educational experience. Materials will be reused from year to year, have not been previously funded by any source and are typically not funded by the school district.

GUIDELINES:

1. The grant applicant(s) must be a SHS PTSA member by November 1st.
2. All grant applications must be submitted to the SHS PTSA by April 1st.
3. The proposed project must be for the academic, social, sensory and/or cultural enrichment of SHS students.
4. The project must be able to continue into the future without additional PTA funding.
5. Grants are not for funding things that should be supplied by the school district, nor for transportation costs.
6. The project summary, required materials to be purchased, and itemized costs (including tax & shipping) must be clearly stated and included on a separate page, along with the grant application.
7. All grant application materials must first be submitted to the SHS Principal(s) for approval.
8. Once the grant is approved by the SHS Principal(s), it will be submitted to the SHS PTSA for a vote. If the grant is approved by the SHS PTSA, an approval letter will be sent by the SHS PTSA Grant Chairperson to the applicant(s) advising that the grant has been approved. The SHS PTSA President(s), the SHS PTSA Vice President, the SHS PTSA Treasurer, the PTA Council and the SHS Principal(s) must be copied on said approval letter.
9. The SHS Principal(s) will then work with the SHS Business Office to obtain the materials itemized in the approved grant application.
10. Under no circumstances should the grant applicant(s) purchase (or pre-purchase) any materials that are being requested in the grant application and then ask for reimbursement personally.

11. Within 45 days of the date of the SHS PTSA's approval letter, the SHS Business Department must submit all related invoices and receipts (including tax & shipping), along with (1) a SHS PTSA check request form [signed by the SHS Principal(s) and requesting a check payable to the "Somers Central School District"], and (2) a copy of the SHS PTSA grant approval letter, to the SHS PTSA Grant Chairperson at shsgrants@gmail.com AND to the SHS PTSA Treasurer at shsptsatreasurer2023@gmail.com in order to begin the reimbursement process.

12. The SHS PTSA will issue a reimbursement check to the SHS Business Department within 60 days of its receipt of these materials (i.e., all invoices and receipts related to the grant; the SHS PTSA check request form; and the SHS PTSA grant approval letter), OR by the last day of the current school year, whichever is first.

13. All grant purchases should be labeled "Purchased by the SHS PTSA."

14. All grant materials purchased by the SHS PTSA will remain the property of SHS and will be used to support student learning beyond the grant-funded year.

15. If applying for a seminar, training or PLD, the applicant(s) must explain how the information will benefit the rest of the SHS staff, as well as how and when the information will be discussed and/or disseminated to the staff or the training implemented.

16. If multiple teachers will be using the grant-funded materials, all participants must be current SHS PTSA members. Teachers may submit a joint grant application when sharing materials; however, the same grant request cannot be submitted independently/concurrently by two or more teachers.

APPLY:

Grant to benefit: ☐ Class ☐ Grade Level ☐ Other _____

Requested Dollar Amount (\$500 per individual / \$750 for 2 or more): _____

• I am also applying for funds for this grant from: ☐ SEPTA ☐ PES ☐ SIS ☐ SMS ☐ SEF

• Will the grant project be integrated into the curriculum in the future? YES / NO

• Is the grant project reusable for another year or by other students? YES / NO

• Grants must be reviewed & approved by the building Principal(s) prior to submission to the SHS PTSA.

Approved by (Name & Signature): _____

Applicant(s) Name: _____

Date: _____

E-mail & Phone/Ext: _____

Class or Special Area: _____