

Sequoia PTSA Mini-Grant Application

Deadline for Spring 2018 applications: 8 PM on Thursday, March 8, 2018

During the Fall semester, and again in Spring, PTSA Mini-Grants are offered to provide funding for enhancing education at Sequoia High School, with a focus on creative approaches and/or addressing compelling need which would otherwise go unfunded. Mini-Grants are designed to provide as-needed support for classrooms, clubs, faculty, administration, and student activities. Priority will be given to proposals that benefit many students, have broad academic and curricular value, provide for a compelling need, and/or provide tangible future benefits to SHS and Sequoia students. Grants are available from \$50 to \$400. The PTSA accepts proposals to fund supplies, equipment, books, and other needs.

All applicants must be members of the SHS PTSA! (Join here - <http://www.sequoiaptsa.org/>) Also, if your grant request is approved, you will be asked to complete a short survey once the grant funds have been used. This brief summary (called an Impact Statement) is required and should include a photograph of the SHS community using or benefiting from your grant.

All applicants are strongly encouraged to review the "Mini Grants" page on the SHS PTSA website at <http://www.sequoiaptsa.org/> for information, guidelines, and restrictions.

Please note: Some questions on this application may not pertain to your request. If that is the case, simply answer 'No' or 'N/A' in the blank space provided.

For questions, please email the Mini-Grant committee at sequoiaminigrants@gmail.com.

* Required

1. **Email address ***

2. **Date submitted: ***

3. **Project title: ***

4. **Your name: ***

5. **Your position at SHS: ***

6. **Your phone number: ***

7. **Your e-mail address: ***

8. **What is the name of your department, program, group or club? ***

9. **Are you a SHS PTSA member? ***

Only SHS PTSA members are eligible for grants. Grants will not be funded if applicant is not a member. (Join here: <http://www.sequoiaptsa.org/>)

Mark only one oval.

Yes

No - But I will join now

No - I am not planning to join. Note: this disqualifies you from receiving a grant.

For student groups or clubs

10. **Who is your faculty advisor?**

11. **Provide an e-mail address for your faculty advisor.**

12. **Has your faculty advisor reviewed and approved your grant proposal?**

Grant Information

13. **Grant Description: ***

Provide a brief and general description of your grant request.

14. Grant Rationale: *

Explain the purpose for the grant and how it will benefit the SHS students, staff and/or community. Include specific objectives and give details about how this grant will support your curriculum or further the goals of your club/community/program activities.

15. How many students will benefit from your grant request? *

16. Explain how this grant may be useful for SHS students in future years: *

17. Grant amount requested: *

Provide an itemized budget with all known expenses listed, including tax/shipping, if applicable.

18. What is the cost per student, if applicable?

19. Will this PTSA grant (of up to \$400) cover all your expenses? *

Mark only one oval.

Yes

No

20. **If this grant will NOT cover all your expenses, what is the overall budget for your project, activity, event and/or materials? How will you get the additional funds to cover the cost for your project, activity, event and/or material? What other funding sources (parents, department funds, alumni funds, SHSEF, personal funds, other grants, etc.) will you use? If you have identified other sources, are they confirmed? ***

21. **Have you submitted this (or a similar) grant request to any other organizations this year? If so, what organization(s)? And, if so, has it been approved? ***

22. **If we are not able to approve your entire request, would partial funding still be useful? If so, what is your minimum amount needed? ***

23. **Have you received a PTSA grant for this (or a similar) item in past years? If so, when did that occur? ***

24. **Is this grant for a recurring expense, activity or event? If so, how will it be funded in future years?**

*

25. **Are other individuals from your department, program, group or club submitting the same (or a similar) grant request to the PTSA this year? If so, will these multiple requests benefit the same group of students or community members?**

*

For grant requests to fund technology

26. **How do you plan to safeguard the equipment?**

27. **How do you plan to fund future consumables or handle the repair and/or maintenance of the equipment?**

28. Is similar technology currently available at the school?

Final Information

29. **Digital Photo Media Release: I give permission to the PTSA, SHSEF and SHS to use and/or publish my name, photo, and/or work in SUHSD publications which may include, but are not limited to, print, electronic, web, and video formats. ***

Permission is strongly encouraged. An Impact Statement, which includes photos, is required if the grant request is approved.

Mark only one oval.

Yes

No

30. **If your grant request is approved, you will be required to complete a short survey/summary (called an impact statement) after you have used your granted funds. Do you agree to complete this survey before the due date? ***

Failure to complete this summary may result in denial of future grant requests.

Mark only one oval.

Yes

No

A copy of your responses will be emailed to the address you provided

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