



# McCleskey Middle School PTSA

## Program Grant Application

Please read the following instructions carefully and complete all information on the grant application. Incomplete applications will not be considered.

Please note:

- PTSA funds can NOT be used to pay for substitute teachers or employees salaries.
- PTSA funds can NOT be used to pay for continuing education classes, training, seminars, or related material for employees of the school.
- Programs funded by PTSA must be offered to McCleskey students for FREE.

Grant Application Guidelines:

- You must be a current member of the McCleskey PTSA to apply for funds.
- All sections of the application must be complete.
- Supporting documentation must be attached to the application (completed order form, program description, contact information, etc.)
- Be sure to consider all shipping and handling charges when calculating the amount of funds requested.
- Any funds spent in excess of the approved grant amount will NOT be paid by PTSA.
- No PTSA checks will be issued until proof of purchase/order is received by PTSA.
- Once the grant has been approved by the PTSA, there will be a deadline to implement the program. After that deadline, funds not spent will be returned to the PTSA program budget.
- Individuals and/or teams may apply for funds.
- Programs should be designed to impact as many students as possible.
- Ideally materials purchased should be reusable year after year.
- All materials, equipment, and supplies purchased with PTSA money becomes property of McCleskey Middle School and must remain at the school if and when the grant recipient leaves our staff.
- Submit your completed program grant application to the principal for approval BEFORE submitting the application to the PTSA.
- Once the principal approves the grant request, you may be scheduled to attend a PTSA board meeting to discuss your application and program in detail.

**Read instructions on back. Fill out all information requested. PRINT clearly**

\_\_\_\_\_  
*Applicant's Name*

\_\_\_\_\_  
*Position (Teacher/Staff/PTSA)*

\_\_\_\_\_  
*Area (Subject taught/committee name)*

\_\_\_\_\_  
*Pod/Room #*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Phone#*

**Program Details**

\_\_\_\_\_  
*Name of Program*

\_\_\_\_\_  
*Area of Emphasis (Subject Area/Topic/etc)*

\_\_\_\_\_  
*Cost (include S/H)*

\_\_\_\_\_  
*Type of Program (presentation/speaker/interactive materials/etc)*

\_\_\_\_\_  
*Program Length*

\_\_\_\_\_  
*Reusable (Y/N)*

\_\_\_\_\_  
*Target Audience (be specific)*

\_\_\_\_\_  
*#of participants served by program*

\_\_\_\_\_  
*Date of program*

\_\_\_\_\_  
*Program Description (attach additional sheet if needed; attach informational material)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
*Application Date:*

For PTSA Use Only		
Approved (Y/N): _____	Approved MAX Amount: _____	Deadline to use funds: _____
PTSA President's Signature: _____	Date: _____	
Principal's Signature: _____	Date: _____	
Date Funds paid out: _____	Check #: _____	Invoice/Receipt Attached: _____
Paid To: _____		
Treasurer's Signature: _____	Date: _____	
*Please give a copy to the school bookkeeper for her reference.		