



FROST MIDDLE SCHOOL PTA

4101 Pickett Road
Fairfax, Virginia 22032
703-426-5700

February 16, 2017

Dear Faculty and Staff Members,

With the generous support of Frost families through various fundraisers, the PTA has been able to reserve funding for its Grants Program. We are therefore pleased to invite a round of grant proposals from teachers, staff, and parents with current PTA membership. Please note that grants should be spent in this school year, along the following schedule:

<u>Friday, March 10, 2017</u>	By 5 p.m. Deadline for submitting grant application
<u>Week of March 18, 2017</u>	Applicants notified of decision
<u>Friday June 9, 2017</u>	Deadline for grant recipients to submit (i) requests for reimbursement/payment and (ii) a brief evaluation report

The Grant Committee will review applications and present recommendations to the PTA general membership for voting. In its review, the Committee considers the following factors:

- The degree of direct relationship to the students program of study.
- The number of students (whole student body or a sub-set) that the proposal benefits.
- The extent of impact on our students' education and/ or enrichment of their middle school experience.
- The sustainability of the project (single use or multi-year, multi-purpose).
- The alignment with Frost's goals of celebrating creativity, diversity, service, academic excellence, and critical thinking.

In general, PTA grants will be used for items that cannot be funded through the school's budget. Budget permitting, the Committee will also discuss with School Administration the possibility of cost sharing.

Sincerely,

Kim Sandino

Kim Sandino
VP, Frost PTA 2016-17
k_hawks@yahoo.com
703-978-1087

Chrissy Boylan

Chrissy Boylan
President, Frost PTA 2016-17
csboylan@me.com
703-582-7515

Attachment: Grant application



FROST MIDDLE SCHOOL PTA
Grant Application
2016-2017

Please submit the completed application by **5:00 p.m. on Friday, March 10**, either:

- a) in hard copy and deliver it to the PTA mailbox, or
- b) in electronic form (form is also downloadable from the PTA website) and email it to grants@frostmpta.org.

By submitting this Grant Proposal, I confirm and understand that

- I am a 2016-17 PTA member in good standing;
- any items purchased with PTA funds for this project become the property of Frost Middle School and I will contact the PTA Secretary for tags;
- grant funds must be spent as stated in the proposal, and any applicable reimbursement requested, by June 9, 2017;
- grant funds may not be used towards incentives for the administrators of the program/project;
- I will provide a short project report to the PTA by June 9, 2017.

Signature: _____

Name: _____ Date: _____

Email address: _____

Daytime telephone number: _____

Project Title:

Project Description (purpose, what will be done, timeline for implementation, desired outcome, and measure/s of success):

Describe the existing problem/s or unmet students' need/s that this project will address:

Approximate number of students/ faculty who will benefit from this project:

In what ways will students/faculty continue to benefit from this project in subsequent school years?

Amount of funding requested and basis for this amount:

If funding is needed in subsequent years to sustain the benefit, how much would it be and what is the basis for the estimate?

Has funding for this project been sought from any other source or previously from the PTA? If so, please provide the date of the request and the amount awarded.

What additional PTA support (i.e., other than funding) is needed to implement this project successfully?