



Discovery PTSA Grant Application Form

Deadlines: *September 1 and February 5 of the school year*

Please note: We cannot accept late or incomplete applications. All applications should be emailed, faxed or post-marked no later than midnight of the deadline date.

1. Applicant Information:

Contact Person(s) _____

Contact(s) Role within School _____

School Address (Room #) _____

Telephone (Day) _____ (Evening) _____

Fax _____ E-mail _____

2. Project Description:

Project Name

Amount requested (max \$200)

Project Summary (Briefly describe the main aspects of your project)

Projected Start Date

Projected End Date:

Target Audience (age or grade)
Project Goal(s) (What do you hope to accomplish with this project?)
Objectives (How will you meet your planned goals?)
Evaluation (How will you know your project has been a success?)
Acknowledgement (How will you acknowledge the contributions of the PTSA?)

3. Project Budget				
Project Needs (Please List)	Cost (Estimate)	Funding Source*		
		PTSA	Other Partners	In-Kind Service
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Total Cost (Each Source):				

*Please list the sources from which you expect to receive support for each item.
In-Kind Service refers to any free services you expect to receive to support the program (volunteer time, use of space, etc.). All columns should add up to the total cost of your project.

4. Eligibility:

Your project promotes *at least two* of the priority areas of character and development. Please check all which apply:

- ☐Citizenship
- ☐Respect for others
- ☐Generosity
- ☐School Pride
- ☐Academic development
- ☐Health promotion
- ☐Healthy environments
- ☐Mental health promotion

You have completed all sections of the application where appropriate.

Yes ☐No ☐

5. Authorization:

We the undersigned acknowledge that this application was completed with true and accurate information. If we are successful in receiving funding from the PTSA, we will use those funds in accordance with our outlined project plan and budget.

Signature of Applicant_____

Telephone Number_____

Date_____

Signature of Witness_____

Telephone Number _____

Date_____

Applications are kept in strict confidence. Please return this completed application to

Discovery High PTSA

1335 Old Norcross Rd

Lawrenceville, GA 30046

Email to: discoveryhighptsa@yahoo.com

6. Application Details:

Eligibility: Please ensure you meet all the requirements for eligibility before sending your application to the PTSA. Incomplete, late, or ineligible applications cannot be considered.

Review Process: The review process may take up to 2 weeks to complete. All applications received before the deadline will be considered. Late or incomplete applications will not be considered, but may be carried forward to the next review deadline. All applicants will be informed by letter about the status of their application.

Project Completion: Projects must be completed and groups must complete a summary report within one year of receiving funds. A Summary Report Form will be provided to all successful applicants with their letter.

Receipts: All original receipts must be compiled and sent to the PTSA with the final summary report. Any monies not spent as outlined in the project budget must be returned to the PTSA at the end of the project.

7. Suitable Uses of Grant Funds:

The following costs can be funded:

- School events or initiatives
- Materials, supplies, and equipment directly related to your project
- Educational activities directed toward your target audience
- Publications and web sites
- Student travel to community activities that promote character and student development

The following costs cannot be funded:

- Contributions to fundraising drives
- Registration fees for memberships, program participation, and conferences
- Core operating expenses (rent, heat, lights, office supplies, etc.)
- Capital expenditures (such as computers)
- Salaries, coordinating fees, travel, or payment for guest speakers
- Prize money, contest money, scholarships

The Discovery High PTSA reserves the right to determine suitable uses of grant funds.

For further information, please contact:

**Discovery High PTSA
1335 Old Norcross Rd
Lawrenceville, GA 30046
discoveryhighptsa@yahoo.com**