

**Grant Program Description & Application – 2023/2024**

**Briarwood PTA Grant Program**

The Briarwood PTA welcomes grant requests from the staff and parents of Briarwood Elementary to help fund programs for students. The Briarwood PTA grant funds are intended to be used for significant numbers of students, such as entire classrooms or grade levels and should not be used for individuals except in the case of scholarship. Funds are limited and availability may vary from year to year. The Briarwood PTA Board of Directors will review applications prior to voting on them at a general meeting. Grant applicants should be prepared to answer questions during this review process and at the general meeting.

Applications may be granted fully, asked to be re-written, partially funded, put on hold, or denied. Incomplete forms or forms without approval signatures will not be accepted. Funds are granted based on a one-year commitment only. Applications must be re-submitted each year and will be subject to funding availability and goals of the current board. Grant applications must align with the PTA’s Mission Statement and Goals (See Addendum A). Items purchased by the Briarwood PTA must remain on school property should the staff member become employed elsewhere.

**Grant Application Deadlines:**

<b>PTA Meeting Dates:</b>	<b>Grants Due:</b>
Tuesday, November 14, 2023	Friday, November 3, 2023
Tuesday, January 16, 2024	Friday, January 5, 2024
Tuesday, March 19, 2024	Friday, March 8, 2024

**Grants will be evaluated on the following criteria:**

1. Is funding available?
2. Is the request in line with the mission statement and goals? (See Addendum A)
3. Is the request unique from other grants funded during the current year?
4. Is the need more extensive than other grant requests?
5. How large is the group of student recipients of the grant?
6. Have other avenues of funding been explored and exhausted?

*(Intentionally left blank)*



**Grant Application – 2023/2024**  
(To be submitted to [ptabriarwood@gmail.com](mailto:ptabriarwood@gmail.com))

Title of Application: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Grant Request Amount: \_\_\_\_\_

Project pertains to: (circle all that apply) – Literacy, Science, History, Technology, Math, Social Studies, Arts, Music, Phys Ed, Other – please explain:

\_\_\_\_\_

Circle the grade level(s) this project affects: Kindergarten, First, Second, Third, Fourth, Fifth, Other – please explain:

\_\_\_\_\_

How many students will this impact? \_\_\_\_\_

Please provide a brief description of your grant request and explain how this grant will enhance the education process by filling unmet needs in instructional programs, student enrichment and/or support.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this integrate into the school’s curriculum?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equipment and materials:**

Describe what equipment and materials will be needed to conduct the project/program or maintain and operate it.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specify what equipment is available vs. what needs to be purchased.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grant Application – 2023/2024 (cont.)

**Budget:**

Provide a complete, thoroughly researched, and documented budget. Attach a quote if appropriate. Please use the template below as a guide.

Item	Unit Price	Quantity	Total Price
Installation required?			
Shipping			
Tax			
Total Grant Amount			

**Timeline:**

Complete a timeline detailing the steps of the project from beginning, through implementation, to completion, if applicable.

**Please incorporate the following details into your proposal (if applicable):**

- Is installation required?
- Is ongoing maintenance involved? If so, who is responsible?
- Any special services, training, equipment, or supplies needed from the school or community?
- Does this item need approval from the school district for liability insurance purposes?

Has this been reviewed with the principal for appropriate use of funds? Yes or No (Please circle one)

Have other funding sources been explored? Yes or No (Please circle one)

Signature of Applicant: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date approved by Principal: \_\_\_\_\_

**Signature indicates that all other sources of funding have been exhausted and that the principal approves of the request and will accept it on behalf of the school.**

-----  
For Board of Director's Use Only:

Date Grant was received by Board: \_\_\_\_\_

Comments: \_\_\_\_\_

-----  
For Treasurer's Use Only:

Check made out to: \_\_\_\_\_ Funding Amount: \_\_\_\_\_

Date: \_\_\_\_\_

**Addendum A**



**PTA Mission and Goals**

(to be approved during general meeting scheduled for Sept.19, 2023)

**Vision Statement:**

Students, staff and families building community together.

**Mission:**

Briarwood PTA will help facilitate and provide strong leadership in the areas of parent communication, classroom support, and student enrichment. Our focus for the 2023/2024 school year will be to support education for critical academic needs by helping to fund essential school resources and curriculum needs, through advocacy by being an active voice at the local, state and national levels, and through building a stronger, more inclusive school community by engaging our members.

**Goals:**

1. Provide opportunities to foster social connections that build a cohesive school environment for all students and families.
2. Educate the Briarwood community on ways to advocate effectively for the education, health, and safety of our children.
3. Support and encourage the Briarwood staff and administration through various grants, staff appreciation activities and classroom volunteer efforts.
4. Enrich the education of our students in the areas of literacy, math, science, and the arts by sponsoring programs and events in these areas.
5. Educate the Briarwood community on what our PTA does and develop a plan to expand participation.
6. Conduct fundraising consistent with our mission to support Briarwood students, staff, programs, and events.
7. Promote humanitarian efforts that reach out to our community and provide services to those in need.
8. Maintain effective lines of communication within our school.

**Addendum B**

**2023/2024 PTA Meetings – Briarwood Library**

\*\* dates subject to change, please see PTA website calendar for updates

- Tuesday, September 19, 2023 – 6:30pm – General Meeting
- Tuesday, October 17, 2023 - 6:30pm - Board Meeting
- Tuesday, November 14, 2023 - 6:30pm - General Meeting & Grant Evaluations
- Tuesday, January 16, 2024- 6:30pm - General Meeting & Grant Evaluations
- Tuesday, February 13, 2024- 6:30pm - Board Meeting
- Tuesday, March 19, 2024 - 6:30pm - General Meeting & Grant Evaluations
- Tuesday, April 16, 2024 - 6:30pm – Board Meeting
- Tuesday, May 21, 2024- 6:30pm - General Meeting