Briarwood Elementary PTA
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Issaquah School District
Local Unit 2.6.5

Grant Program Description & Application – 2026/2027

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:

PTA Meeting Dates:	Grants Due:
Monday, November 9, 2026	Friday, October 30, 2026
Monday, March 15, 2027	Friday, March 5, 2027

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)

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Grant Application – 2026/2027
(To be submitted to 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 – 2026/2027 (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.21, 2026)

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 2024/2025 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

2026/2027 PTA Meetings – Briarwood Library
** dates subject to change, please see PTA website calendar for updates

- Monday, September 21 – 5:30pm – General Meeting
- Monday, November 9 - 5:30pm - Board Meeting & Grant Evaluations
- Tuesday, January 26- 5:30pm - General Meeting
- Monday, March 15 - 5:30pm - Board Meeting & Grant Evaluations

- Monday, May 17- 5:30pm - General Meeting, Officer Elections

- Monday, June 7- 5:30pm - Board Meeting