



2009-2010 Einstein Otter Grant Guidelines

Purpose:

The PTSA would like to provide an opportunity to teachers, parents and staff of Einstein Elementary to request funding to support projects, programs or materials that are not funded by the district. An Otter Grant is a proposal that is submitted by a teacher, parent or staff member for funding. If approved, the Otter Grant will be paid using PTSA funds. Availability of funds to support Otter Grants may vary each year depending on success of reaching fundraising goals.

Otter Grants may be awarded to support requests from individual teachers or multiple teachers/grades may work together. Likewise, individual parents and staff members may submit Otter Grant applications or they may form a committee. Applicants must be an Einstein Elementary PTSA member.

Otter Grants will be awarded based on their consistency with the Einstein PTSA mission as well as their ability to enhance the curriculum and dynamic learning environment of Einstein Elementary. Einstein PTSA is looking to fund projects, programs and materials that have a long term impact on our school community.

Einstein PTSA Mission: ***Our mission is to provide programs and opportunities that enrich the lives of children and their families; promote education and learning; and build a strong community through family involvement.***

Grant requests will be reviewed and prioritized by the Einstein PTSA Otter Grant Committee. The committee will review all submitted Otter Grant applications to ensure that all data is provided and all questions are answered. They will then recommend grants to the PTSA Board of Directors for approval. Grants will be awarded once a year. All awarded funds must be spent by May 31st or will revert back to the general fund.

Otter Grant Committee Members:

Chair: Donna Muench

PTSA Treasurer: Kari Haegele

Principal: Jack Tobin

PTSA Member at Large: Beth Hosier-Nickum

PTSA Member at Large: Julie Lang

Process:

1. Accept Otter Grant applications (Grant applications are due two weeks before PTSA Board meeting.)
Applications can be placed in Donna Muench's PTSA mailbox OR sent to Donna @ fundraising@einsteinctsa.org. Questions? Email Donna or phone: 425 896-8948.
2. Review applications and ask for any additional information as needed.
3. Otter Grant Committee will bring recommendations to PTSA Board.
4. If PTSA Board approves recommendations, grants will be funded.

Calendar:

Grants will be reviewed once a year and recommended proposals will be voted on at the next board meeting:

March 1	Otter Grant Applications Due
March 2-10	Otter Grant Committee reviews proposals
March 11	PTSA Board Meeting votes to approve recommended proposals

Funding Criteria and Principles:

- PTSA funds should benefit the largest possible number of students within the scope of the proposed Otter Grant.
- Otter Grants are made to support expenditures that are supplemental to funding provided by the district. If requests relate to academic areas, they should be consistent with the district's academic curriculum and goals.
- Otter Grants are intended to support one-time expenditures. All funds need to be spent by May 31st or funds will revert back to the PTSA general fund. If funds are needed for multiple years, please do not submit an Otter Grant application. Instead, please contact the PTSA Treasurer and describe the funding need so the budget committee can discuss including the expense in the next year's PTSA Budget.
- Projects that are funded by PTSA Otter Grants should have proper adult supervision, if applicable.
- Any materials that are purchased with PTSA funds are property of the school and should remain with school/classroom.
- Otter Grants will not reimburse anyone for a purchase that has already been made prior to approval.
- Otter Grants cannot fund salaries or employee benefits.
- Grants should include at least 3 bids, when applicable. If bids are not applicable, please provide 3 references for the program you are looking to fund.
- If funded, implementation of the proposed program or purchase of materials is the responsibility of the applicant. The PTSA Board will provide support as needed.
- If funded, applicant must agree to email the committee chair a short paragraph at the end of the project or school year describing how they used the grant funds and any benefits provided to the school by this funding. This information may be shared with our general membership and quotes may be posted on our website to better inform our membership of how their money is being utilized and to demonstrate the value of this funding to our community.