

# **Ben Franklin PTA**

## **EZ Grant Guidelines and Application**

### **2016-2017**

Franklin PTA strives to spend money donated in the year it is received. Where there is savings above the Board approved carry forward amount, these savings will be spent using the EZ Grant Process. If savings allow, the EZ Grant process will occur three times per year. An EZ grant is a request for a project, program or item that is in alignment with the Ben Franklin PTA mission.

Any Parent, Teacher, or Student is welcome to complete an EZ Grant application. All applications will be evaluated by the EZ Grants Committee. This Committee will make recommendations to the PTA Board approval. Grant amounts over \$5,000 will go to the PTA General Membership meeting for final approval.

Ben Franklin PTA Mission: **“We strive to enrich the education of every student.”**

#### **EZ Grants Committee will evaluate applications, based on:**

- Alignment with the Franklin PTA mission, the criteria has been broken into:
  - Improving Student Performance (Academics)
  - Improving Student Character (e.g., values)
  - Improving the Student environment (e.g., safety, infrastructure, equipment)
- Alignment with Franklin PTA’s spending Priorities
- Higher consideration is given to those requests that benefit the largest number of students

#### **For your EZ Grant to be considered, it must:**

- Be submitted to [president@mybenfranklinpta.org](mailto:president@mybenfranklinpta.org)
- Have accurate cost amounts (attach detailed budgets, multiple vendor bids).
- If the grant overlaps/conflicts with LWSD policy, please consult with the Principal before submitting.

#### **EZ Grants:**

- Are one time funding. They are not a promise or guarantee of future funding of a program.
- Cannot fund salaries.
- Property purchased, becomes the property of LWSD.
- EZ grants cannot fund any transportation costs as grant requests.

Any questions should be directed to the PTA President ([president@mybenfranklinpta.org](mailto:president@mybenfranklinpta.org))



**3. Specifically, how many students would benefit from this Grant? Which Grades?**

**4. What are your SMART (Specific, Measurable, Attainable, Relevant, Timely) Goals?**

**5. If the grant is approved, does the request require maintenance or ongoing financial support? If so, how will it be maintained? Please explain.**

**6. Have other funding sources been investigated for this request? (For example: LWSD, LWSF - Schools Foundation). If not, why not?**

**7. Is there any other information you would like the EZ Grants Committee to consider?**