**CMS PTA**

**Grant Proposal Request Form**

The Colchester Middle School PTA is accepting proposals from the CMS staff and students for projects in need of grant funding. Priority will be given to projects that:

* Can’t easily be funded through other sources
* Benefit all or a large portion of the student body
* Strengthen the school climate and sense of community
* Make an enduring contribution to the school community

We will also consider small grants to provide scholarship money for students to participate in school sponsored extracurricular activities that they could not otherwise afford to join. We would like all students to have equal access to activities of their choice.

Grants will be reviewed throughout the year on a rolling basis during the bi-monthly PTA meetings.

For consideration of your grant application, please plan to attend the next PTA meeting to present your grant application. If you are not able to attend the meeting, please plan to have a representative come to the meeting so that questions about the grant can be answered. If your application is incomplete, or we are unable to obtain answers to questions regarding the application during the meeting, your application may be delayed or denied. You are encouraged to submit your proposal ASAP, even if the event or project will occur later in the school year. There are limited funds to draw upon so the sooner you apply the better your chances may be of receiving funding.

Meetings are normally held every other month (September, November, January, March and May).

The PTA would also like to hear back from grant recipients, to learn how the funding was able to make a difference in the CMS community (follow up in person, submitted narratives to the PTA or pictures would be great).

Please send your completed grant application to Karen Fetters, PTA President at colchestermiddleschoolpta@gmail.com or put it in the PTA mailbox at CMS (please send a notification to colchestermiddleschoolpta@gmail.com that there is a grant application in the PTA mailbox).

Please let us know if you have any questions.

Thank you,

Colchester Middle School PTA

**Colchester Middle School**

**PTA Grant Application**

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| --- | --- |
| Date: |  |
| Applicant's name(s): |  |
| Applicant's email: |  |
| Position of staff member OR  Homeroom of student(s): |  |
| Project Title: |  |
| Dollar amount requested: |  |
| Name of the person/organization to which the grant check should be made payable: |  |
| Name of the team members involved in the project (if applicable): |  |

Signature of the Principal showing support for the proposal (this is REQUIRED):

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* A description of the project goals
* A chronology of planned activities (if applicable)
* The number of students who will benefit from the project (if the project is not school wide, please specify which Houses or Grades will be involved)
* How the project’s success will be evaluated
* How the project will enhance the school climate/sense of community
* An itemized list of budgeted expenses