

# North End FSA 2016-2017 Education Grant Program

## Application for Teachers, Parents and Administrators of North End Elementary School

### Grant Guidelines

#### ***Who may apply for an NE FSA grant?***

North End Staff, Families, and Cedar Grove community organizations may submit grant applications to the NE FSA for purposes intended to benefit the current and future student bodies of North End School. Grant money is intended to enhance the existing academic and environmental experience for North End students

#### ***When should grant applications be submitted?***

Grants should be applied for no later than 1 month prior to the next month's scheduled FSA meeting date. (For example, there would be a 3/12/2016 deadline for a 4/12/2016 scheduled FSA meeting date). This will allow enough time for the FSA e-board to evaluate the application and prepare for a membership vote.

#### ***How much money can be applied for?***

Grant applications may be submitted in 2 levels:

- 1) A mini-grant is up to \$400 (inclusive of any tax, shipping or fees associated) and only requires e-board approval.
- 2) Grants over \$400 require membership approval based on receiving a majority in favor of the grant at the scheduled FSA meeting where it is presented.

There is no limit to the amount submitted on a grant application, but the FSA available funds, priority of grant applications, and benefit to the majority of the students at NE would factor into whether or not a grant receives approval.

#### ***How are grants processed?***

The person or organization requesting the grant must complete the application and get the NE Principal to sign the application before the FSA e-board can review it. **Any grant requests that affect district curriculum must have the approval of the office of the Superintendent in charge of curriculum, as well as, the NE Principal. Grants that initiate new programs will be evaluated to determine sustainability. FSA funds vary from year to year and should not be relied on to support programs on an ongoing basis.** The person(s) or organization submitting the application should plan to give a 10-minute or less presentation at the scheduled FSA meeting or provide such information to the FSA President prior to the meeting for explanation to the membership.

#### ***How do I know if my grant is approved?***

The FSA President will notify the applicant following the scheduled FSA meeting as to whether or not the application has been approved or denied.