



Student Impact Grant 2017-2018

This is the official application form for Clarkstown High School North teachers and staff to apply to the CHSN PTSA for a Student Impact Grant. The purpose of these grants are to fund curricular, extra-curricular, or educational support programs or activities that have a positive impact on student learning, health, wellness, college and career readiness, community involvement (i.e. citizenship) and the overall high school experience.

BE CREATIVE! BE INNOVATIVE! Make an Impact!

SECTION 1 - Instructions

SECTION 2 - Commitment Letter (must be signed)

SECTION 3 - Application Form (all answers must be filled in)

SECTION 4 - Budget (all answers must be filled in)

INSTRUCTIONS

WHO CAN APPLY?

Individual teachers, groups of teachers, Department Chairs, and student service staff such as counselors, nurses and librarians. **This grant is NOT intended for athletic teams or after school clubs.**

All Applicants, or the individual members of an applicant team **MUST** be paid members of the CHSN PTSA for the current academic year, 2017-2018.

WHAT IS THE APPLICATION TIMELINE AND WHERE DO I SUBMIT IT?

Typed hard copy applications with Department Chair and Principal signatures may be dropped off in the CHSN PTSA mailbox in the Main building in a sealed envelope clearly marked "CHSN PTSA Student Impact Grant".

They can also be submitted via google form or scanned to the CHSN PTSA email: chsnorthptsa@gmail.com. PLEASE REMEMBER THAT ALL APPLICATIONS MUST BY SIGNED BY THE APPLICANT, DEPARTMENT CHAIR AND PRINCIPAL.

Grant recipients will be notified by the CHSN PTSA.

Grant recipients **MUST** complete their program by the end of the academic year and a final report with documentation must be submitted to the CHSN PTSA by June 15, 2018.

The report **MUST** be submitted by the deadline or applicants will not be considered for funding in the future grant cycles. Reports may be dropped off in the CHSN PTSA mailbox in the Main Building or via email to: chsnorthptsa@gmail.com.

HOW WILL MY APPLICATION BE EVALUATED?

Applications will be reviewed and evaluated by the CHSN PTSA Executive Committee and voted on by the PTSA membership.

HOW MAY THE FUNDS BE USED?

You may use the funds to pay for materials that will enhance an existing curricular unit or school program or for materials for a project that would be new to a course or grade experience. Examples of acceptable materials are magazine subscriptions, trade publications, purchase of upgraded technology, software, educational equipment or art supplies, video library, etc.

You may use funds to pay for programs that occur during or after the school day, to pay for expenses or for an honorarium for a speaker, or for transportation costs for student trips.

IS THERE A BUDGET LIMIT?

The maximum grant amount awarded will be \$400

Funds granted by the PTSA must be utilized in the same academic year in which it was applied.

No funds will be dispensed after June 1, 2018.

All receipts must be submitted with your final report which is due June 15, 2018.

WHAT TYPE OF GRANTS HAVE RECEIVED PTSA GRANT IN THE PAST?

- "Japanese Drum Taiko Workshop" to help build team spirit and increase cultural awareness through a unique, hands-on cultural experience.
- Trip for 9th grade Global Studies class to the Metropolitan Museum of Art to experience the galleries for the Art of Arab Lands, Turkey, Iran, Central Asia and South Asia.
- A "Voices of Bullying" project which offered students a chance to participate in a contest related to bullying and have their work published in a book for incoming Freshmen.
- Art Honor Society student volunteers painted murals on the classroom walls of the Child Development Classroom where the Kinder North Pre-School Program takes place.
- Trip for students to collect over 200 organisms that they care for throughout the year, and activity central to the Marine Biology curriculum.
- Launch of a CD featuring the music of the North Chamber Choir. Teachers worked with students to record, mix and master songs using the school music lab.

Student Impact Grant Application Commitment Letter 2017-2018

Requires signature of applicant, Department Chair and Principal

What is your Project Title? _____

What is your first and last name? _____

Email Address: _____

Agreement Requirements

As the party (ies) responsible for the execution and administration of the grant project, the undersigned pledge to:

- Submit a grant proposal that is well-researched, accurate and does not misrepresent or embellish the facts.
- Submit a detailed accounting of all CHSN PTSA funds expended as part of this grant.
- Submit a final report by June 15, 2018 describing the completed project timeline, number of students impacted, and general evaluation of the outcome. IF THIS REPORT IS NOT SUBMITTED, THE APPLICANT WILL NOT BE CONSIDERED FOR FUNDING IN FUTURE GRANT CYCLES.
- Submit a selection of promotion or communication items related to the implementation of the project. This may include forms, publicity, photos, flyers, blog posts, social media posts, etc.

I/We recognize that providing the accounting, reporting and any other promotional or communication items related to the project (forms, publicity, photos, flyers, blog posts, social media posts, etc.) are a condition of funding, and therefore are my/our obligation as a grant recipient.

Note: Final Annual Grant Report Forms will be provided to all grant recipients either via email or hard copy.

Applicant Signature (s) and Date:

Department Chair Signature and Date:

Principal Signature and Date:

Form must be approved and signed by both Department Chair and Principal before submitting to PTSA.

Student Impact Grant Application 2017-2018

Please complete all sections of this grant questionnaire. If you need to submit additional documentation i.e. sample brochures for a field trip or a bid on items for purchase for the grant, please scan and submit them along with the completed application form.

Project Title: _____

Proposed Implementation Date: _____

Number of Students expected to be impacted: _____

What is the target group this grant will be used for? (i.e. art class, IB Science students, Honor society art students)

Amount Requested: \$_____

Department Grant is to be used for:

☐ Art

☐ Music

☐ Science

☐ Mathematics

☐ English

☐ Social Studies

☐ ELL

☐ Clarkstown TV/Film

☐ International Baccalaureate

☐ World Languages

☐ Other _____

Applicant First and Last Name: _____

Applicant Email: _____

If this is a team initiative

Project Leader First and Last Name: _____

Team Leader Email: _____

GRANT ABSTRACT - Please summarize the grant project in 250 words or less. You may provide additional narrative on a separate sheet if needed.

IMPACT / BENEFIT - Please describe the impact or benefit your project will have on the Clarkstown High School North students. How many children will be impacted? Is the program open to the entire class body, a specific grade, class or program? Please BE SPECIFIC about the advantages your project offers and provide clear reasons why this proposal should be funded.

DETAILS OF PROPOSED PROJECT - Please outline the goals and objectives of the project. Be sure to indicate if the project is related to a specific district, curricular or department goal. Provide an outline detailing the Who, What, Where and When of the project.

PROJECT TIMELINE - Please describe the project timeline including planning, implementation and completion dates.

PROPOSED BUDGET

Based on the total amount you have requested, please provide below an estimated budget of expenses for the implementation of your project. Please list expense amounts next to each category relevant to your project.

* IF A CATEGORY ISN'T RELEVANT TO YOUR PROJECT PLEASE TYPE IN "0" (all fields must be completed)

\$ _____ Supplies / materials
\$ _____ Copying / Publishing fees
\$ _____ Admission Fees (i.e. museum entrance fee)
\$ _____ Speaker Fees
\$ _____ Stipend
\$ _____ Transportation Fees (i.e. buses or vans to transport students)
\$ _____ Equipment
\$ _____ Miscellaneous / Other (please describe the expense)
\$ _____ Total Estimated cost of project

Total Request to PTSA: \$ _____

If applicable please indicate if you plan to offset the cost of the project with a non-CHSN PTSA source. (please include the name of the source and \$ amount) _____
