



HILLSIDE ELEMENTARY SCHOOL PARENT TEACHER COUNCIL



ENRICHMENT GRANT APPLICATION: 2018-2019

OVERVIEW

The Hillside PTC awards grants to fund qualified enrichment projects, activities or supplies (academic and extracurricular) that supplement, enhance and/or reinforce an existing practice or course of study at Hillside. Grants can fund all or part of the implementation cost including equipment, media, travel, performances and instructors.

A Hillside Enrichment Grant application must meet the following criteria:

- a. Application must be submitted by a Hillside teacher, administrator, parent or student. (If Applicant is not a member of the Hillside Professional Staff, their application must be submitted in conjunction with a Hillside teacher or administrator.)
- b. Projects and activities must fall outside the scope of normal public funding.
- c. Projects must include plan for securing and storing all required materials.
- d. Applicant(s) must provide best estimated costs for each item requested.
- e. Amount of funding requested should not exceed \$900.**
- f. Grants must provide an articulated benefit to Hillside students. Criteria that will be considered in evaluating the strength of the grant application will include:
 - How the project sets out to supplement, reinforce, enhance and/or support an existing lesson, curriculum, practice, standard or physical structure used by students and/or other members of the Hillside community.
 - How the projects benefit a broad cross-section of the Hillside student body, for example, a grade level; set of buddy classes; multi-grade specialty program such as music, art, media or physical education; specific segment of the student population; the entire school.
 - How the project will continue to benefit Hillside students in the future, for example, will other teachers be able to make use of the Projects, will the grant applicant be able to use the projects from year to year, etc.

* If your project does not meet the qualification criteria but would benefit students in a significant way, the PTC can work with you to identify other potential funding sources.

**Grants exceeding \$900 will be considered in limited circumstances or recommended for submission to the Needham Education Foundation (NEF).



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APPLICATION PROCESS

Complete this form and submit to Hillside Principal for review and approval. Once approved by the Principal, the grant can be submitted to the PTC Grant Committee for review. Once the application is reviewed by the Committee, it is submitted for vote at the next scheduled PTC meeting. Completed applications can be placed in the PTC mailbox or scanned and emailed to Seema Meloni (seema.meloni@gmail.com) and Jessica Young (jessicamercer@yahoo.com).

APPLICATION

I. Application Date:

II. Applicant Information

a. Name(s):

b. E-mail address:

c. Applicant is a (check one): Teacher Parent Student

i. If applicant is a parent, name and grade of child(ren):

ii. If applicant is a student, grade and teacher:

III. Project Details

Title:

Proposed Date of Project (if no specific date is available, indicate fall winter, etc. If Grant application is for equipment of materials to be used throughout the year, indicate as such.)

Describe scope and goals of proposed enrichment project (attach additional sheets, if required).

Describe how the project enhances, supports or reinforces an existing academic or extracurricular goal, practice, standard or course of study.



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Provide information about the sustainability of the project (as relevant) -will there be continued benefit to Hillside students in the future? Will other teachers/staff be able to make use of the project from year to year?

IV. Budget

a. Estimated Project Costs

Use this space to provide the summary costs for each category area. If you have multiple items within each cost area, provide additional attachments with each item. Please be careful to include shipping and any relevant tax charges in your estimates, so that we are evaluating full costs of grant.

Equipment (if multiple items, send attachment with all cost details)	
Other Materials (specify: _____)	
Transportation	
Books	
Shipping and Handling	
Other (specify: _____)	
Total Cost of Project	

b. Amount of Enrichment Grant Requested:

c. If Cost of Project is greater than Grant requested, please describe sources of other funds, including amounts to be paid by students:

V. Participants in Project

Indicate classes, grades or segments of students that will participate in the project:

VII. Applicant's Signature:

VIII. Principal's Approval:

After obtaining appropriate signatures, Scanned form can be emailed to Seema Meloni