**PTSA FUNDING REQUEST**

The PTSA wishes to support programs that will enhance the social, emotional, and academic experience for the students and staff of Monta Vista High School.

**WHO MAY APPLY:**

Any Monta Vista staff member or student who would like to address a need that will improve the overall educational and developmentally appropriate climate of Monta Vista School may submit a PTSA Funding Request. A copy of the Funding Request can be obtained from the PTSA website.

**APPLICATION TIMELINE FOR THE 2016-2017 SCHOOL YEAR:**

October 14, 2016 Deadline for Fall Funding Requests to be submitted

January 16, 2017 Deadline for Winter Funding Requests to be submitted

April 16, 2017 Deadline for Spring Funding Requests to be submitted

**FUNDING REQUIREMENTS AND INFORMATION:**

1. Individual funding requests are not to exceed $500.00 (including tax and shipping costs). However, joint proposals involving two or more applicants may be submitted, not to exceed a total of $1,000.
2. Funds must be used to improve classroom instruction through curriculum development or the purchase of supplemental materials. An application may also be submitted for monies to fund student experiences on and off campus, including instructional as well as club activities.
3. Recipients are responsible for notifying the PTSA of any changes in the use of the funds or individuals who have been awarded the funds. Final approval for the use of funds for other purposes than originally outlined in the application will be at the discretion of the PTSA.
4. **Recipients are required to complete a Reimbursement Form and provide copies of any and all receipts.**
5. Applications should be brief and as simple as possible; however, applications must include detailed information regarding the students who will be benefiting both directly and indirectly from the funding requested (identify who the student population is, and approximate number of students).
6. The PTSA attempts to reach a broad range and largest possible number of Monta Vista students with annual funding.
7. Funding is given on a year-to-year basis with no guarantees beyond the single application granted.

**FUNDING PROPOSAL**

APPLICANT NAME(S):

POSITION(S) AT MONTA VISTA SCHOOL:

CONTACT EMAIL:

CONTACT PHONE:

IN JUST A FEW SENTENCES, DESCRIBE YOUR FUNDING REQUEST:

OBJECTIVES - Please list the specific objectives of your funding request.

NEEDS ANALYSIS - Describe the need that this proposal will fill.

INNOVATION - How will this funding make a difference in students’ overall Monta Vista High School experience?

**BUDGET SUMMARY**

TOTAL COST OF PROGRAM/EXPENSE:

TOTAL AMOUNT OF FUNDING REQUESTED FROM PTSA:

ARE THE FUNDS YOU ARE REQUESTING FROM THE PTSA SUFFICIENT TO FUND YOUR PROGRAM/ITEM/STUDENT EXPERIENCE IN FULL?

If not, please list other funding sources:

LIST ANY FUNDRAISING EFFORTS YOU HAVE MADE (OR HAVE PLANNED) TO RAISE FUNDS TOWARDS THIS PROJECT:

LIST THE SPECIFIC ITEMS FOR WHICH YOU ARE REQUESTING FUNDING

ITEM: AMOUNT:

I HAVE READ AND SUPPORT THIS PROPOSAL.

Applicant Signature(s): Date: