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# Wiregrass Ranch High School PTSA School Wide Resource Grant Guidelines

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## Granting Criteria

*Listed below are the “foundations” upon which all funds will be granted:*

- Projects must be implemented during the 2018-2019 school year.
- Projects should directly involve students.
- Although we encourage district wide, school wide and team projects—as well as individual classroom projects—priority for funding will be placed on projects that impact a larger student population.
- Creativity and innovation are highly encouraged, and will be valued in the evaluation process.
- The PTSA strives to fund programs, projects and activities that enrich educational or extra-curricular experiences.
- The PTSA funds programs, projects and activities that are not deemed the budgetary responsibility of the Pasco County School District.

## Application/Proposal

*The following is a list of the key elements that should be present in the application:*

1. **Description.** Describe the project and its relationship to the curriculum (include clear goals and curricular objectives along with the proposed student outcomes).
2. **Project Impact.** Explain the benefits of and/or impact on students’ learning; describe how many students will be impacted; include ways that this project could be replicated or extended to other grade levels or District schools.
3. **Project Enrichment.** Consider this question in your description: *In what ways will this grant enrich and enhance the current curriculum?*
4. **Timeline.** Outline a realistic timeline for the project.
5. **Budget.** List your general budget. Include costs of materials and equipment you will need and where you will want to purchase them. Make sure your budget has sufficient detail (list each major component, such as equipment, materials, fees, shipping, and handling, transportation or honoraria). No additional funds will be granted for a project after it is approved. Include the Total Amount Requested.
6. **Evaluation and PR efforts.** Explain how you would evaluate the success of the project and how you could share the detailed results of your evaluation with community members. How could you advertise the PTSA’s support of your project?
7. **Follow-Up Evaluation.** An evaluation of the project and a complete accounting of how funds were spent must be made in writing by June 30, 2019. Failure to do so may adversely affect future funding

requests.

*Please be aware that we receive more grants than we have dollars to fund, so consider these tips in your granting request:*

- Be thorough!
- Include any necessary and relevant documentation to support your request
- Provide detailed costs for the project and a realistic timeline
- Get the approval of your principal before submitting (the reason for this is to determine if it can be funded by the regular District budget)
- Be prepared to discuss your proposal with a Grant Committee Member

## Process Notes

The deadline for submission of all grant requests is December 20, 2018.

Award decisions will be announced in mid-January. Recipients will be invited to attend the PTSA's Winter General Meeting to receive their certificate and speak to the audience about the grant.

Grant recipients will have until **June 1, 2019** to use funds provided by this grant process. Any unused grant funds will be returned to the PTSA for the next year's grants.

All applications must be submitted by  
**December 20, 2018 at 4:30 p.m. to:**

Wiregrass Ranch High School PTSA  
Attn: Megan McNeil,  
2909 Mansfield Blvd.  
Wesley Chapel, FL 33543

**Wiregrass Ranch High School**  
**PTSA<sup>®</sup>**  
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