

## Maury PTA Funding Guidelines

2017-2018

### Funding Application Deadlines:

- Applications are due the first of the month in order to be considered by or before the PTA meeting the following month.

### What PTA funds can be used for:

- To further the Maury PTA's stated mission: *To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*
- Approved funds must coincide with one or more line-items listed in the approved budget.

### Other requirements:

- Applicants must be a current member of the Maury PTA, or a Maury teacher or staff member.
- Applicants must obtain and submit estimates for costs associated with requests.
- Funds must be available in the budget to fund any requests.

### Reviews and Notifications:

- The PTA Funding committee will conduct an initial review of the application, completing a uniform assessment of any request to determine if they meet the approved funding guidelines and whether or not the PTA is the appropriate funding source.
- Applicants must be available to answer any follow up questions by the review committee and ideally be available at the PTA meeting when and if a request is presented to the full PTA for approval.
- Applications along with the funding committee assessment will be presented to the executive committee. Approved applications will be forwarded to the full PTA for approval.
- The funding committee will notify applicants of the results of the review process and follow up with the Treasurer until funds are allocated.

## Maury PTA Process/Criteria for Reviewing Funding Requests

1. Teacher, Staff Member or PTA member completes and submits a funding application.
2. Upon receiving a funding application form, the Funding Committee will conduct its due diligence, answering a uniform set of questions laid out in its tracking sheet.

This sheet will track the progress of all requests from the day it is made to the day it is funded.

The following is a set of questions the funding committee will answer for each request:

- Which of the approved budget's line-items does the request fit within
  - What are the principal's comments with regards to the request
  - How many students will benefit from proposed request
  - Is the proposed use of funds legal
  - Are funds currently available
  - Are any other funding mechanisms available, (private or public)
  - Has the applicant received funds in the past; PTA, ACPS, private
  - Has this specific request been funded in the past; PTA, ACPS, private
3. Upon completion of the initial review the Funding committee will present requests along with estimates, their tracker, and any recommendations to the executive committee. Applications submitted by the first of the month should be reviewed by the executive committee that same month.
  4. If full PTA approval required after the Executive Committee review, requests should be presented to the full PTA at the next PTA meeting.

## Maury PTA Funding Application

2017- 2018 school year

\*\*Please Note: Applications are due the first of the month in order to be considered during the following month's PTA meeting.

Person requesting Funds: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How Affiliated: parent (active PTA Member) / teacher / other: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Amount Needed: \_\_\_\_\_ Estimates Attached: YES / NO

Description of Request:

Purpose of Request/ Why Funds needed:

Has this specific request been approved in the past? YES / NO

Who would benefit (grade level, extracurricular group, etc): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

## Maury PTA Funding Request Review Form

Applicant / Request: \_\_\_\_\_

Date Application received: \_\_\_\_\_

Budget Line-Item: \_\_\_\_\_

Principal position/comments: \_\_\_\_\_

\_\_\_\_\_

Number of students who will benefit: \_\_\_\_\_

Does this request abide by the bylaws of the PTA:      YES    /    NO

Other potential funding sources: \_\_\_\_\_

\_\_\_\_\_

Past history of support/opposition: \_\_\_\_\_

\_\_\_\_\_

History of funds received by applicant: \_\_\_\_\_

\_\_\_\_\_

Budget assessment (are funds available): \_\_\_\_\_

Funding Committee comments / recommendations: \_\_\_\_\_

\_\_\_\_\_

Date presented to Executive Committee: \_\_\_\_\_

Executive Committee comments / recommendations: \_\_\_\_\_

\_\_\_\_\_

Date presented to full PTA: \_\_\_\_\_ PTA vote:    Approved    /    Rejected

Date funds dispensed: \_\_\_\_\_