



University City High School PTSA 2017-18 Grant Application for School Clubs

To apply for a school club grant, provide the following information. Please read the Club Grant Program Guidelines (on the back of this form) carefully prior to submitting your application. Grant approval is subject to the discretion of the Grant Committee. Grants will be awarded so long as funds are available from the PTSA. Submit your request by the grant deadline (10/20/17 fall; 2/16/18 spring). Applications may be placed in the PTSA mailbox in the main office, or scanned and emailed to: uchspsta.grants@gmail.com. Questions? Contact uchspsta.grants@gmail.com.

Name of student completing application: _____ Today's Date: _____

Club Name: _____ Club President: _____

Club Advisor: _____ How often does the Club meet? _____

Please write your detailed answers to the following questions & attach them to this application. (e.g., If you are requesting funds for club t-shirts, please explain exactly how the t-shirts will be used, e.g., to sell, to wear on campus, to wear to competitions as a uniform, etc.). Details and legibility matter!

1. For what purpose are the funds being requested?
2. Use of grant funds must benefit UCHS students. How will UCHS students benefit? Who and how many people will benefit from this expenditure?
3. Amount you are requesting?
4. What other sources of funding have you requested/secured?
5. By what date are the funds needed?

I acknowledge that I have read the UCHS Club Grant Program Guidelines and understand them fully. I agree to use grant funds only for the purposes specified in the grant application. I agree to provide receipts and follow-up documents within 60 of receiving grant funds, as required for PTSA records. I understand that proper reporting is required in order to be eligible for future grants in subsequent school years. Disclaimer: The UCHS PTSA is not liable for any damage or injury that may result from the use of grant funds by student clubs. The grant awardee agrees to hold the UCHS PTSA harmless from any and all claims for liability arising out of said use of funds.

Dated: _____ Student Name/Position: _____ Phone: _____ Signature: _____

Email: _____ (Print legibly please)

Dated: _____ Club Advisor Name: _____ Phone: _____ Signature: _____

Email: _____ (Print legibly please)

REQUIRED: PLEASE OBTAIN VERIFICATION BY THE UCHS FINANCIAL CLERK THAT THE CLUB IS IN GOOD STANDING!!

Dated: _____ Financial Clerk's Signature: _____



PTSA Use Only: Date Reviewed: _____ Approved: Y N Comments: _____

UCHS PTSA Club Grant Program Guidelines

Purpose of the Club Grant Program:

The University City High School PTSA Club Grant Program aims to support eligible student clubs by funding events or supplies when other funding is not available. Grants are awarded to clubs that can demonstrate that their use of funds will: 1) benefit UCHS students and 2) will benefit as many students as possible.

UCHS PTSA will award club grants twice a year, if such funds are available, to promote the wellness and success of UCHS students. Providing grants to student clubs is in alignment with the purposes of this Association, pursuant to UCHS PTSA Bylaws, Article 2; Purposes, Section 1.

Who can apply for a Club Grant?

You may apply if you are a UCHS club advisor or a student club officer.

Priority will be given to requests for:

- Supplies, materials, uniforms (for example, to be worn to competitions or conferences or during community service) and equipment
- Support for a school program, if led by a school club (e.g. MADD assembly, distracted driving presentation, Yellow Ribbon Week)
- Preference given to applications completed by students rather than advisors.
- Competition /Coaching/Expert fees (e.g. fees for a private dance instructor brought in on a "one time" basis to coach or mentor the dance team before a competition)
- Specialized class or conference fees, if applicants can demonstrate that sending a few members will ultimately benefit a larger group of students or enhance the reputation of UCHS students

Additional Details of the Grant Program:

- The PTSA will include a line item in the budget at the beginning of the year for grants. Applications will be due on a designated date in October and February.
- The PTSA will award grants to officially recognized, student-led, advised (advisor-supervised) clubs at UCHS.
- The Grant Committee will review all grant requests and decide which to fund within 30 days of the due date. Award recipients will be notified immediately after the 30 days.
- The Grant Committee members will recuse themselves from reviewing a grant, if their own student is applying.
- The decision to approve a grant will be by majority vote.
- The maximum allowable amount per grant is \$150. At the beginning of each school year, the maximum amount and number of grants will be determined based on the budget amount allocated.
- There will be a maximum of 20 grants awarded per academic year.
- Grant funds must be used for purposes specified in the grant application.
- Grant recipients must provide receipts to verify purchases. A written report must be provided within 60 days of receiving grant funds on how the money was spent and how the project went. Reports are also required in order for clubs to be eligible for future grants in subsequent years. Attendance at a PTSA meeting to present the report is welcomed but optional. These reports are crucial to the success of the grant program, as they will help the PTSA make funding decisions for future grants.
- Sustainable items purchased with grant funds will become the property of UCHS (i.e. equipment, instructional materials, etc.) to benefit future club members.
- A club may receive one grant per school year.
- Applications from clubs already scheduled to receive funds from the PTSA for any other projects within the same academic year will not be accepted.

How to Apply for a Club Grant:

- Complete the application and submit it prior to the deadline. Application deadlines are final.
- Calculate expenditures carefully. The PTSA will not fund expenses over the amount requested.
- **Grant applications must be signed by the 1) Club Advisor; 2) Student Officer; and 3) Financial Clerk,**
- Completed applications may be left in the school's PTSA mailbox, or scanned and emailed to uchsptsa.grants@gmail.com
- Applicants are welcome to come to a monthly PTSA meeting to present their ideas. Please contact uchsptsa.grants@gmail.com in advance and request to be put on the Agenda.
- For more information about the UCHS PTSA Club Grant Program, please contact: uchsptsa.grants@gmail.com.

Disclaimer: The UCHS PTSA is not liable for any loss, damage or injury that may result from the use of grant funds by student clubs. The grant awardee agrees to hold the UCHS PTSA harmless from any and all claims for liability arising out of said use of funds.