

OC PTA GRANT REQUEST FORM

Ocean City PTA grants are used to support agendas/needs that benefit the students and that create an innovative and informative school environment. We strive to provide funding for these applications to enhance our schools in the Ocean City School District.

Any Ocean City Primary School and Ocean City Intermediate School staff member is eligible apply.

PLEASE NOTE: THIS STAFF MEMBER MUST HAVE AN ACTIVE MEMBERSHIP WITH THE PTA FOR THE CURRENT SCHOOL YEAR IN ORDER TO RECEIVE GRANT FUNDS.

Items purchased with grant funds become property of the Ocean City School District.

Grant Criteria Include:

- -the level of impact upon students' education/school experience
- -the number of students impacted
- -the degree to which the request supports the mission & vision of the Ocean City School District.

Approved grant applications will be notified in writing upon arrival. All grant money awarded by the OC PTA must be used by then end of the school year (June 20th) that the grant was approved.

Only completed applications will be reviewed. Please attach additional documentation, such as photocopies of catalog or Internet items, estimated and shipping costs. If possible submit more than one source if a product is being purchased.

Applications must be received no later than thirty days prior to the next OC PTA meeting. Grant request received less than thirty days prior to the next meeting will be included in the subsequent monthly meeting. No exceptions will be made. This insures inclusion on the OC PTA meeting agenda as well as sufficient time to review the grant request.

Grants are subject to approval based on available funds at the time of consideration. If rejected do to this reason, teacher/staff member may re-submit the application for re-consideration when funds/resources are available.

PLEASE PLACE COMPLETED GRANT APPLICATIONS IN THE OC PTA MAILBOX IN EITHER OF THE SCHOOLS MAIN OFFICES.

EMAIL JOCELYN PALAGANAS (OC PTA PRESIDENT) AT JPALAGANAS75@GMAIL.COM TO NOTIFY US THAT THE GRANT REQUEST HAS BEEN SUBMITTED TO ENSURE IT HAS BEEN RECEIVED.

OCEAN CITY PTA GRANT REQUEST FORM

Date: _____ **Contact Name:** _____

Grade: _____ **Contact Number:** _____

Description: (provide as much detail about your request as possible):

Approximate number of students impacted: _____

Please itemize expenses (include shipping/handling, etc.): _____

Is any other source funding this request? _____ If yes, please list whom.

Total Dollar Amount Requested: _____

***** Please submit requests for funding 30 days prior to a PTA Meeting. Please attach any additional information that may be applicable to this grant request. *****

Date: _____ **Signature of Applicant:** _____

Date: _____ **Signature of Principal:** _____

FOR OC PTA USE ONLY

Date Received: _____ *Executive PTA Vote: Date:* _____ *Approved* _____ *Rejected* _____

COMMENTS: _____

General Public PTA Vote: Date: _____ *Approved* _____ *Rejected* _____

COMMENTS: _____

If approved, Total Amount Awarded: _____ *Date of Payment:* _____ *Check #:* _____

