



FAIRFIELD LUDLOWE HIGH SCHOOL

PTA Teaching and Learning Grant Program

"An investment in knowledge pays the best interest."
-Benjamin Franklin

March 2017

Dear FLHS Faculty and Staff:

Do you have a great idea that could enhance the learning of our students but that requires additional funding? The FLHS Teaching and Learning Grant Program can help. We are pleased that once again our PTA is offering Teaching and Learning Grants. These grants support one-time projects that enhance student learning and promote teaching excellence.

Think about opportunities to boost student learning and submit a grant application. The proposal guidelines and application are attached. Applications may also be found on the PTA website. Please apply for a grant early, the **deadline is Friday, March 31, 2017**.

Grants in the past have supported: Falcon Fitness; Bugs and Butterflies for Art; Reading Nooks; Courtyard Garden group activity with Circle of Friends and Teens for Tolerance; Dinosaurs in the Classrooms (books); Mobile Book Displays; Backpacking Safety Equipment; Interdisciplinary Team Building Projects; and more!

Please return completed applications and provide any questions or comments via email to: Julie Smith at juliess@sbcglobal.net

Julie Smith

PTA Teaching and Learning Grant Program

SPRING 2017 FLHS PTA TEACHING AND LEARNING GRANTS GUIDELINES AND APPLICATION

*One-time projects or program support to enhance student learning
and promote teaching excellence*

1. Eligible Applicants

Grant applications are open to all members of the FLHS faculty and staff. All grant recipients must be PTA members.

2. Application

Please complete the attached application and return it to juliess@sbcglobal.net

3. Project Criteria

Can address any area, discipline or program at FLHS.

- supports thinking differently
- encourages new experiences
- inspires new perspectives
- pilots innovative approaches in teaching and learning
- trains activities in a newly expanded area of the curriculum
- promotes creativity
- can benefit students across grade levels and disciplines

4. Budget

- a. Generally, a grant amount averages \$375.00. Subject to availability of funds, lower and/or higher amounts for proposals will be considered.
- b. Funds may not be used for:
 - overtime salary
 - additional compensation to full-time FLHS faculty or staff participating in the grant
 - instruction or tutoring
 - photocopying or typing
 - mandated programs/services
 - technology (unless approved by the district)
- c. All requests will contain a specific itemized list of exact expenditures/budgeted expenditures, including postage, handling and other incidental costs that may apply to your project.
- d. All books, videos, materials, etc. are considered property of FLHS and will be inventoried as such.
- e. All requests for technology or furniture require additional approval from the district/central office.

5. Review Process/Evaluation Criteria

Deadline for spring grants for the 2016-2017 school year is **Friday March 31, 2017**. Items may be used in the future, but need to be paid for this school year.

Funding priority will be given to projects that have a lasting impact on teaching and learning and/or on projects that benefit a large numbers of students. Reviewers will also consider such factors as:

- Extent to which the project addresses a significant student need
- Extent to which students will benefit directly from the project, and the number of students positively impacted
- Innovation
- Effectiveness
- New or repeat project
- Positive contribution the project will make to the FLHS community
- Extent to which the project reflects collaboration with other faculty, departments and/or schools

6. Awards/Denials of grant proposals

- Decisions for complete and submitted applications will be communicated to applicants by Friday April 7, 2017.

7. Brief Final Report

Applicants who are awarded a grant are required to:

- Become a member of the PTA
- Sign a statement that they agree to use the monies allocated for their grant within the grant period
- Disseminate findings/resources/materials/scholarship related to the grant to the FLHS community in a timely manner
- Submit a final brief report as soon as practical (but no later than May 19, 2017), including a summary of the project with a description of the grant activities and the measures of project success. The inclusion of photographs is helpful.

8. Reimbursement

When a grant is approved, you, the PTA VP of Programs, PTA President-Elect, PTA President, and the PTA Treasurer will be notified of the approved amount of the grant. When you have your receipts, please complete the attached reimbursement form and submit it according to the instructions on the form. If you have not received your requested reimbursement within 7 business days of your request, please contact the PTA Treasurer, Kathy Fitzmaurice at Kathrussell@gmail.com

9. Questions

Please contact Julie Smith via email at juliess@sbcglobal.net

FLHS PTA Teaching and Learning Grants
GRANT PROPOSAL/APPLICATION
2016-2017

Project Title:

Applicant Name(s):

Department:

Phone:

Email:

Amount of Funding Requested:

Date Proposal Submitted:

Date Needed:

Project Description: In 100 - 200 words. Purpose and primary focus

Project Objectives and Timeline:

Target Audience: Briefly describe who will benefit (include approx. number of students) and specifically how they will benefit.

Project Type:

Curriculum Enhancement Faculty Development Creative Project
 Other (please explain)

Project is a:

New Project Repeat Project

Evaluation: Describe how you will determine if your project is successful.

Collaborating Faculty/Departments: Please identify any other faculty or departments that may be collaborating on this project.

Budget: Provide a complete budget and specify the category/items for the grant funds that will be used. List and describe budget items requested, when appropriate, attach a price list.

Please return completed applications via email to: juliess@sbcglobal.net



FAIRFIELD LUDLOWE HIGH SCHOOL PTA
785 Unquowa Road, Fairfield, CT 06824

REIMBURSEMENT/PAYMENT REQUEST

Date: _____ Amount: _____

Make check payable to (Person/Company): _____

Address: _____

FLHS Committee: _____ **Classroom Grants**

Budget Item: _____ **Classroom Grants**

Purpose: _____

Requested by: _____

All FLHS PTA bills for payment or receipt for reimbursement must be attached to this form. Please fill it out completely and drop it in the PTA Treasurer's box at FLHS Main Office

Questions please e-mail or call: **Kathy Fitzmaurice**
Kathrussell@gmail.com or 203-243-0659

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To be completed by Treasurer: Check# _____ Date: _____

Approved: _____