



## HOLLYWOOD HILL ELEMENTARY PTA GRANT APPLICATION FORM

- Please review your grant proposal with the Principal prior to submitting the grant request.
- To apply for a staff grant for your classroom or other special program, please complete all of the information below as accurately as possible.
- Requests are due on one of the two following dates: **November 1st** and **January 31st**.
- The requests will be reviewed by the Grants Committee and the PTA Executive Committee. You should expect a prompt response from the PTA.
- Please contact [Grants@hhillpta.org](mailto:Grants@hhillpta.org) with questions.

**Requested by:** \_\_\_\_\_

**Requested Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Description of what you are applying for, including items requested (examples include classroom equipment, books, resource materials, field trips). You may include online links or screenshots.

Amount requested, including tax and shipping (include a screenshot of digital cart, if you wish):

Approximate number of students to benefit this year: \_\_\_\_\_

Approximate number of students to benefit over life of the grant, if more than one year: \_\_\_\_\_

Describe the educational value of the item(s): (i.e., how it will enhance the educational curriculum?)

How soon will this be put to use? \_\_\_\_\_

**Please submit completed forms online at:**



## HOLLYWOOD HILL ELEMENTARY PTA Guide to PTA Staff Grants

Dear Hollywood Hill Staff,

Thank you for all that you do for the students and community of Hollywood Hill Elementary. Everything you do is greatly appreciated by parents and students.

In a continuing effort to support Hollywood Hill teachers and staff, Hollywood Hill PTA set aside part of our fundraising income budget to provide teachers and staff with a grant. The use of these grants must be in accordance with Hollywood Hill PTA Standing Rules, WA State PTA Bylaws, WA State non-profit law, and IRS Regulations.

In order to ensure that all staff understand the PTA funds available to them to assist in and outside of the classroom, we have developed a “guide.” If you have questions about your specific situation, please contact the PTA Grants Committee or President.

Grants Committee: [Grants@hhillpta.org](mailto:Grants@hhillpta.org)

President: [President@hhillpta.org](mailto:President@hhillpta.org)

### **What is a Staff Grant?**


Hollywood PTA makes funds available to individual teachers and staff to purchase supplies or materials that will enrich the educational experience for students in and outside of their classrooms.

### **Who is eligible?**

All teachers and staff at Hollywood Hill Elementary are eligible to apply for a staff grant. Teachers and staff may also apply for a staff grant jointly in order to benefit multiple classrooms or an entire grade level.

### **What kind of items may NOT be purchased with a Staff Grant?**

Supplies provided by Hollywood Hill or NSD  
Professional Development  
Transportation costs

		
---	--	---

**Is there a deadline to use my Staff Grant?**

Our expectation is that you will use the Staff Grant funds within the requested school year.

**Grant Consideration Process:**

- Will the grant support students’ health, well-being or educational success?
- Does this grant distribute grant funds between all grade levels?
- How many individuals will this grant benefit?
- Will this grant benefit a wide variety of students?
- Does this grant offer enduring value of benefit?
- Will this grant provide climate and/or culture change to the school environment?
- Is this grant relevant to carry out curriculum, school, and/or PTA goals?
- Does this grant serve under represented activities or students?
- Is the request bringing new, unique or innovative tools, techniques, materials or instruction to our schools?
- Has this individual/group/project already received PTA funding this school year?
- Has the PTA funded the same kind of grant request in the past?
- Could the request be funded by other means?