

**Capitol Hill Cluster School
PTA Request for Support**

The CHCS PTA has funding available each year to support a limited number of special activities or projects proposed by teachers, administrators, parents and student groups. Because the PTA is not able to support all of the requests submitted each year, the PTA Board has identified funding priorities and developed a standardized form to ensure fairness in how proposals are evaluated. All individuals and groups seeking financial assistance from the PTA are asked to submit their requests using the format provided below.

Preference will be given to requests that address one of the following three PTA priorities:

- **Arts Integration:** Projects or activities that promote the integration of the visual and performing arts into curriculum at one or more of the CHCS campuses.
 - **Campus Environment:** Projects or activities that improve the indoor and outdoor learning environment at one or more of the CHCS campuses to ensure the CHCS provides an inspiring educational setting that is conducive to teaching and learning.
 - **Technology:** Projects or activities that continue to improve teacher’s and student’s access to advanced technology both in the classroom and in support of curriculum development and lesson planning.
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Title of Activity/Project:

Amount of request:

Your Name and Position or Title:

Your e-mail:

Your phone:

Which of the PTA priorities does your activity/project address? (circle all that apply):

Arts Integration

Campus Environment

Technology

Which campus(es) will most directly benefit from this activity/project? (circle all that apply)

Peabody

SWS

Watkins

Montessori

Stuart-Hobson

About how many students will benefit directly from this activity/project and from which grade/class/club/etc.?

About how many teaching staff will benefit directly from this activity/project and from which grade/subject/etc.?

If the PTA is unable to offer direct financial assistance, would you like assistance in seeking other funding? (circle response) YES please NO thank you

If the PTA is unable to offer direct financial assistance, would you like assistance in seeking in-kind donations of goods and services? (circle response) YES please NO thank you

BUDGET

Please describe or list by line item exactly how the requested funds will be used (e.g., \$1000 art supplies, \$4500 visit artist stipend), and answer the following questions:

- 1) Are you confident this price is the best deal, i.e., have you comparison shopped?
If not, would you like assistance from the PTA in researching products or getting competitive bids?
- 2) Have you sought funding from other sources to support the activity/project?
If so, what is the status of those requests?

PROJECT DESCRIPTION

In the space below or attached in one page or less, please describe the activity/project for which you are seeking PTA support. Please be sure to address the following in the description: 1) the need for the activity/project, 2) how the project will benefit the CHCS – its students, teachers and/or community, and 3) what you expect the outcome or result of the activity/project to be.