

STUYVESANT HIGH SCHOOL PARENTS' ASSOCIATION

345 Chambers Street, Room 271 - New York, NY 10282-1099 • (212) 312-4800 x2711 • www.stuy-pa.org



September 15, 2011

Dear Faculty,

Welcome back! Now that the school year has officially started, it is time to kick off a new year of Appropriations. As you all know, the Appropriations Committee solicits and reviews requests for funding by students, faculty, and the administration. Within the budget allocated by the Parents' Association, we grant funds to those requests we believe to be most deserving. There are two selection rounds every year - one in the Fall and one in early Spring.

We are now asking you to submit a request for the Fall 2011 Appropriations round. To submit a request, please fill out the enclosed funding request form and submit it to the PA Office, Room 271, with all supporting documentation. The deadline for this round will be **October 21, 2011**. Any applications submitted thereafter will be considered during the Spring 2012 Appropriations round.

If you have any questions, please feel free to send us emails at appropriations@stuy-pa.org. Thank you so much for the work that you do for the Stuyvesant community.

Best regards,

Barbara Reiser and Wei Lam, PA Co-Presidents
Francois Attal, PA Appropriations Committee

Parent Association of Stuyvesant High School Funding Request Instructions

PA Funding Goals:

The PA aims to support student enrichment in both academic and extracurricular pursuits. In particular, the PA targets funding to areas that

1. improve how education is provided and delivered to the students
2. improve and strengthen students' mental and physical capabilities for life challenges
3. improve and strengthen students' communication skills and social awareness

Instructions and Guidelines:

1. Please fill out the Funding Request Form completely and include all requested attachments. Incomplete forms will be deferred.
2. The PA does not usually provide funds for travel expenses.
3. Proposals from faculty members are encouraged.
4. Any emails and/or phone calls from the Appropriations Committee requesting additional information must be responded to in a timely manner or proposals will be deferred or rejected.
5. Brief final report forms are required from all grantees by June 15th of the school year in which it was granted. Final report forms will be very brief and distributed to all grantees.

Deadlines:

Round One Proposals due October 21, 2011
 Grants distributed by December 10, 2011

Round Two Proposals due February 17, 2012
 Grants distributed March 30, 2012

Final Reports Due June 15

Please send questions to **appropriations@stuy-pa.org**.

Please submit the Funding Request Form and all attachments to **appropriations@stuy-pa.org** or to the **Stuyvesant PA Room 271**.

**Parent Association of
Stuyvesant High School
Funding Request Form
Fall 2011 Round
Due October 21, 2011**

Date: _____

Contact Info:

AP/Advisor/Dept. Head: _____ Phone # _____ Email: _____
Room # _____ Dept./Club: _____ Signature: _____

Funding Proposal:

Request Name/Purpose: _____ Request Amount: _____

Request Category:

Academic Extracurricular Rec./Social School/Parent Community

List the number of student/others who will benefit from this item and indicate the group(s) or class(es) involved:

Is the request for new items or replacements? What is currently being done to fill these needs?:

Is there a deadline for receiving funding for this request? YES NO

If yes, what is the deadline: _____

Please include the following **attachments**:

- a. One brief paragraph describing the request, how it addresses any of the three PA's Funding Goals, and its importance to the Stuyvesant community.
- b. Peer reviews or feedback from the department or prior participants.
- c. Any related documentation/reviews (include URLs if available).

Financial Information: Please note that the PA does not usually provide funds for travel expenses.

Has a similar request been funded in the past? YES NO

If yes, what years? _____ Sources? _____ Amounts? _____

List any recurring expenses related to the request with estimated amounts, and explain how these will be covered:

Describe any efforts to obtain the lowest bidder/price:

Please **attach an itemized budget** with a breakdown of all components and related costs.

For deadlines and instructions please see separate "Funding Request Instructions".

Please send questions to appropriations@stuy-pa.org.

Please submit this form and all attachments to appropriations@stuy-pa.org or to the **Stuyvesant PA, Room 271**.

For PA Office Use Only:

Date of Review: _____ Approved Pending/Def. Denied

Rationale: _____

Follow-up: _____ Follow-up by: _____

Amount Approved: _____ Preparer: _____ Date: _____ Check# _____

(Please refer to the instructions before filling out the form)