

# Parents' Association of Stuyvesant High School

345 Chambers Street, Room 271, New York, NY 10282 • (212) 312-4800 x2711 • [www.stuy-pa.org](http://www.stuy-pa.org)



January 19, 2017

Dear Stuyvesant Faculty and Students,

One of the two primary goals of the Stuyvesant High School Parents' Association (PA) is to actively support the high quality learning and outstanding education at our school, so that today's students will be tomorrow's leaders in the sciences, government, business, and the humanities. As you may know, the PA raises money every year to fund the special needs of student groups, faculty members and the school's administration. Within the budget allocated by the PA for this critical function, we award grants to projects that we believe best address the PA's aim to support student enrichment in both academic and extracurricular pursuits. In particular, the PA has three funding goals:

1. Enhance students' education experience
2. Strengthen students' physical, mental or emotional capacity and resiliency
3. Improve and strengthen students' communication skills and social awareness

We are now launching the PA's fall Appropriations round and invite you to submit requests for your projects to be considered for a grant. Please read the attached funding request instructions thoroughly before you begin. To submit a request, please **completely** fill out the attached funding request and e-mail (preferred) or hand deliver the application package to us before the deadline.

Electronic filing is preferred in order to expedite the process and save trees. Please e-mail your completed forms, detailed budgets, and all scanned supporting documents to [appropriations@stuypa.org](mailto:appropriations@stuypa.org). If you prefer a hard copy submission, you may bring your request and all supporting documents to the PA Office, Room 271 (or leave it in the PA's slot in the mailroom.) If you hand in a paper request, please make a copy of your application and supporting documents. The PA must retain all your papers for our records. [In addition, please send an email to the above email address advising us of your paper submission.](#)

The deadline for receipt of all spring round applications will be **Thursday, February 9, 2017.** Please note that applications received after this date will be returned unread. You may resubmit your materials for consideration in Fall 2017.

If you have any questions, please e-mail us at [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org). Thank you so much for the work that you do for the Stuyvesant community.

Best regards,

Beth Bacon, Chair, PA Appropriations Committee

Dave Venderbush and Heather Higgins, PA Co-Presidents



**Parents' Association of Stuyvesant High School  
2016-2017 Funding Request Instructions  
Round 2: Spring 2017**

**PA Funding Goals:**

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

1. enhance students' education experience
2. strengthen students' physical, mental or emotional capacity and resiliency
3. improve and strengthen students' communication skills and social awareness

**Instructions and Guidelines:**

1. Please fill out the Funding Request Form completely. Include an itemized budget and all required attachments. Incomplete forms will not be considered in the Spring 2017 round.
2. Off campus cultural and ethnic events are not funded.
3. Any e-mails and/or phone calls from Appropriations Committee members requesting additional information must be responded to in a timely manner or proposals will not be considered in the Spring round.
4. Brief final report forms are required from all grantees by June 1<sup>st</sup> of the school year in which it was granted.
5. If you were awarded a grant in 2015-2016 and you have not yet returned your [final report form](#) to the PA, please submit it with your Spring 2017 application. [Missing reports may lead your Spring 2017 application to be deferred until a report is received.](#)

**Deadline:**

**Proposals Thursday, February 9, 2017**

**Projected grants distribution date: May, 2017**

**Final Reports for 2016-2017 Funded Projects:**

Due June 1, 2017

Please send all questions and comments to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org).



# Parents' Association of Stuyvesant High School Funding Request Form Spring Round

FOR PA USE:
App #
S _____

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

Date:

Contact	Staff/Advisor Name: <input type="text"/>	Phone #: <input type="text"/>	Email: <input type="text"/>
	Asst Principal Name: <input type="text"/>	Room #: <input type="text"/>	AP Signature: <input type="text"/>

Funding Request	Category: <input type="checkbox"/> Academic <input type="checkbox"/> Extracurricular <input type="checkbox"/> Recreation/Social <input type="checkbox"/> School/Parent Community		
	Dept./Club: <input type="text"/>	Project Name/Purpose: <input type="text"/>	Amount Requested: \$ <input type="text"/>
	Who will benefit from this project? If applicable, please also indicate specific class(es) or group(s).		# people who will benefit: <input type="text"/>
	This is a <input type="checkbox"/> New Item <input type="checkbox"/> Replacement		
	How is this need currently met? <input type="text"/>		

Is there a deadline for receiving this funding?  NO  YES   
Please Specify

Financial Information	Has the PA funded a similar request in the past? <input type="checkbox"/> NO <input type="checkbox"/> YES	What Years? <input type="text"/>	Amounts: <input type="text"/>
	What efforts did you make to obtain the lowest bid/prices? <input type="text"/>		
	Is the request for recurring expenses? <input type="checkbox"/> NO <input type="checkbox"/> YES	Recurring amounts: \$ <input type="text"/>	
	How will they be covered in future? <input type="text"/>		
	Please include the following attachments: a. One brief paragraph describing the request. Please state how it addresses the PA's three Funding Goals and the project's importance to the Stuyvesant community. b. An <b>itemized budget</b> with a breakdown of all components and related costs (please use sample budget as a guide). b. Peer reviews or feedback from the department or prior project participants. c. Any related documentation/reviews (include URLs if available and appropriate).		

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

For PA Use Only	Reviewer name: <input type="text"/>	Decision date: <input type="text"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Pending/Deferred <input type="checkbox"/> Declined	Approved Amount \$ <input type="text"/>	Check # <input type="text"/>
	Rationale: <input type="text"/>				Check Date: <input type="text"/>
	Follow up: <input type="text"/>				

Revised 08/24/2016 (DC)

Please submit this form and all attachments to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org) or to the **Stuyvesant PA, Room 271**.

Recommended:

### Sample Project Budget

		<b>Total Project Expenses</b>	<b>Amount Requested from PA</b>
Instructor Fees			
5 hrs/wk x 10 wks x \$20/hr	\$	1,000.00	
Supplies			
Food for weekly sessions \$5/wk x 10 wks	\$	50.00	
Books	\$	200.00	\$ 200.00
Rulers, papers, glue, markers, cardboard boxes	\$	150.00	\$ 150.00
Posters for signs	\$	50.00	\$ 50.00
Easel stands 2 x \$40	\$	80.00	\$ 80.00
Speaker Fees			
Guest presentations \$50 x 2 speakers	\$	100.00	
Conference registration fee			
\$25 / student x 25 students	\$	625.00	\$ 625.00
Travel cost to conference			
\$20 / student x 25 students	\$	500.00	
Printing			
40 page color team project booklet	\$	700.00	
Software			
Desktop publishing software for journal design	\$	300.00	\$ 300.00
Team T-shirts			
\$20 x 25 students + 1 instructor	\$	520.00	\$ 520.00
<b>Total Project Cost</b>	<b>\$</b>	<b>4,275.00</b>	<b>\$ 1,925.00</b>