

# 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)



September 11, 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@stuy-pa.org](mailto:appropriations@stuy-pa.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 fall round applications will be **Friday, September 29, 2017**. Please note that applications received after this date will be returned unread. You may resubmit your materials for consideration in spring 2018.

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,

Heather Higgins and Belinda Leung, PA Co-Presidents

James Higgins, Barbara Yam and Joann Mui, Co-Chairs, PA Appropriations Committee



**Parents' Association of Stuyvesant High School**  
**2017-2018 Funding Request Instructions**  
**Round 1: Fall 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 Fall 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 Fall 2017 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 2016-2017 and you have not yet returned your final report form to the PA, please submit it with your Fall 2017 application. Missing reports may lead your Fall 2017 application to be deferred until a report is received.

**Deadline:**

**Proposals Friday, September 29, 2017**

**Projected grants distribution date: December 1, 2017**

**Final Reports for 2017-2018 Funded Projects:**

Due June 1, 2018

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

FOR PA USE:  
App #

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

Date:

Contact	Staff/Advisor Name: <input style="width: 200px;" type="text"/>	Phone #: <input style="width: 100px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>
	Asst Principal Name: <input style="width: 200px;" type="text"/>	Room #: <input style="width: 50px;" type="text"/>	Signature: <input style="width: 150px;" 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 style="width: 150px;" type="text"/> Project Name/Purpose: <input style="width: 200px;" type="text"/> Amount Requested: \$ <input style="width: 100px;" type="text"/>
	Who will benefit from this project? If applicable, please also indicate specific class(es) or group(s). <span style="float: right;"># people who will benefit:</span>
	<input style="width: 600px; height: 40px;" type="text"/> <span style="float: right;"><input style="width: 80px; height: 40px;" type="text"/></span>
	This is a <input type="checkbox"/> New Item <input type="checkbox"/> Replacement How is this need currently met? <input style="width: 400px;" 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 style="width: 100px;" type="text"/> Amounts: <input style="width: 100px;" type="text"/>
	What efforts did you make to obtain the lowest bid/prices? <input style="width: 700px; height: 30px;" type="text"/>
	Is the request for recurring expenses? <input type="checkbox"/> NO <input type="checkbox"/> YES Recurring amounts: \$ <input style="width: 150px;" type="text"/>
	How will they be covered in future? <input style="width: 600px;" type="text"/>
	Please include the following <b>attachments</b> : 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 style="width: 100px;" type="text"/>	Decision date: <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Pending/Deferred <input type="checkbox"/> Declined	Approved Amount \$ <input style="width: 100px;" type="text"/>	Check # <input style="width: 100px;" type="text"/>
	Rationale: <input style="width: 550px;" type="text"/>	Check Date: <input style="width: 100px;" type="text"/>			
	Follow up: <input style="width: 550px;" 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>