

STUYVESANT HIGH SCHOOL PARENTS' ASSOCIATION

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



October 1, 2019

Dear Stuyvesant Faculty and Students,

The Stuyvesant High School Parents' Association (PA) actively supports 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 Spring 2020 Appropriations round and invite you to submit funding requests for your projects. Please read the attached funding request instructions thoroughly before you begin filling out the funding request form (also attached). E-mail or hand-deliver the application package to us before the 6pm deadline on November 1, 2019. Submissions via email are strongly encouraged to help expedite the process and save trees. Email your completed forms, detailed budgets, and all scanned supporting documents to appropriations@stuyppa.org.

If you prefer a hard copy submission, bring your application package to the PA Office, Room 271 (or leave it in the PA's slot in the mailroom). Make a copy of your application and supporting documents, as the PA must retain all your papers for our records. Note that applications received after the November 1 deadline will be returned unread.

You will receive notifications of funding (approvals and declines) in mid-January 2020. Approval will occur at the December 2019 PA General Meeting. Subsequently, groups who receive approval for funding will receive their checks in late January. Please consider this when planning your activities.

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

Best regards,

Susan Fennessey and Alex Shafran, PA Co-Presidents

Geri Amara and Krista Annenberg, PA Appropriations Committee Co-Chairs

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Parents' Association of Stuyvesant High School 2019-2020 Funding Request Instructions Round 2: Spring 2020

Deadline: Proposals due 6pm on Friday, November 1, 2019

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 resilience.
3. Improve and strengthen students' communication skills and social awareness.

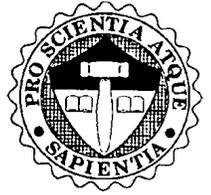
Instructions and Guidelines:

Note that missing components may result in the return of your application.

1. Fill out the Funding Request Form completely (attached).
2. If the student leader is currently a senior, please also list another student leader.
3. A faculty advisor is required. The advisor must be active and not on leave.
4. Assistant principal information and sign off also required.
5. Include a brief narrative describing the request, how it addresses the PA's three funding goals and the project's importance to and impact on the Stuyvesant community. Make sure to add:
 - a. Any relevant information to support and describe how this funding will be used.
 - b. Impact if funding is not provided.
 - c. Success stories of previous funding.
 - d. Peer reviews or feedback from the department or prior project participants.
 - e. Any related documentation/ reviews (include URLs if available and appropriate).
6. Itemized budget (use sample budget as a guide):
 - a. Include any previous unspent funding in balance brought forward column. The expectation is that groups will use unspent balances.
 - b. If the request is for a single item and the cost of the item is noted in the form or the narrative, an itemized budget is not necessary.
 - c. The budget should be detailed, break down the projected costs clearly, and the list of items support the project purpose.
 - d. Examples of requests traditionally funded:
 - i. Registration fees for teams/ clubs to participate in tournaments, competitions, conferences
 - ii. Coaching fees
 - iii. Textbooks not covered by DOE funds
 - iv. Smartboards/ computers/ peripheries for technology services or tech clubs
 - v. Uniforms (as required to wear to tournaments and competitions)

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- vi. Equipment, software, and hardware, as long as they are not infrastructure related (requiring construction, installation of outlets, plumbing, additional wifi or cabling)
 - e. Examples of requests traditionally *not* funded:
 - i. Travel expenses, i.e., camp fees, hotel, flights, carfare, bus, local travel, gas
 - ii. Religious clubs/ activities
 - iii. Tshirts
 - f. Funding requests for “big ticket” items, such as those that are considered capital (with over five years of life span and cost over \$35,000) are discouraged because such items are usually funded by other sources such as the DOE. Examples may include new class or curriculum development. These requests may be re-directed to other groups at Stuyvesant HS such as the alumni association or the grants committee.
7. Submit a summary progress report if funding was received in the 2018-2019 school year (form attached). Missing progress reports may lead to the deferral or decline of the current application.
8. Incomplete forms or documentation may not be reviewed and may be returned.
9. 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.

Timeline:

Friday, November 1 @ 6pm – Deadline for submissions. Submit completed and signed form, narrative, budget, and other relevant documents via email (strongly preferred) to appropriations@stuy-pa.org, or hand-deliver to Room 271 or the Parent's Association's mailbox in Room 211.

January 2020 – Approval/ Decline Notification letters distributed followed by check disbursement. Please keep this in mind when planning activities.



**Parents' Association of Stuyvesant High School
Funding Request Form
Spring 2020 Round**

Due: 6pm on Friday, November 1, 2019

Please refer to the instructions before filling out this form

FOR PA USE:
App #
S20

Date:

Contact

Staff/Advisor Name: Phone #: Email:

Assistant Principal Name: Room #: AP Signature:

Student Leadership Name: Email:

Funding Request

Category: Academic Extracurricular Recreation/Social School/Parent Community

Dept/ Club: Project Name/ Purpose: Amount Requested: \$

Who will benefit from this project? If applicable, please also indicate specific class(es) or group(s).
 # people who will benefit:

This is a: New Item Replacement How is this need currently met?

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

Financial Information

Has the PA funded a similar request in the past? NO YES What Years? Amounts Funded: \$:

If you have received previous PA funding, do you have a balance? NO YES If yes, what is the balance amount: \$

Are you requesting funding or received funding for this request from other sources? NO YES
If yes, please provide details (all sources, amount, timing):

What efforts did you make to obtain the lowest bid/prices?

Is the request for recurring expenses? NO YES Recurring Amount: \$

How will they be covered in the future?

Please include the following attachments:

- 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.
- An itemized budget with a breakdown of all components and related costs (use sample budget as a guide).
- Peer reviews or feedback from the department or prior project participants.
- Any related documentation/ reviews (include URLs if available and appropriate).

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Parents' Association of Stuyvesant High School
Funding Request Form
Spring 2020 Round

Due: 6pm on Friday, November 1, 2019

Please refer to the instructions before filling out this form

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For PA Use Only

Reviewer Name:

Decision Date:

Approved

Approved Amount: \$

Check #:

Pending/Deferred

Declined

Rationale:

Check Date:

Follow Up

Recommended:

NOTES

- Make sure that you have followed the "Funding Request Instructions" for deadlines and instructions.
- Email appropriations@stuy-pa.org for questions.
- Submit this completed and signed form and all attachments to appropriations@stuy-pa.org (preferred). You may also drop off hard copies to the Stuyvesant PA Room 271 or to the Parent's Association's mailbox in Room 211.

Sample Project Budget

Category	Description and Per Item Cost	Total Project Expenses	Balance Brought Forward*	Amount Requested from PA
Instructor/ Coach Fees	5 hrs/wk x 10 wks x \$20/hr	\$1,000.00	\$300.00	\$700.00
Supplies	Books	\$500.00	\$0.00	\$500.00
	Rulers, papers, glue, markers, cardboard boxes, various consumables	\$150.00	\$0.00	\$100.00
	Posters for signs	\$50.00	\$0.00	\$50.00
	Easel stands 2 x \$50	\$100.00	\$0.00	\$50.00
Tournament Registration Fees				
	\$28 /student x 25 students	\$700.00	\$0.00	\$500.00
Printing				
	30 page color team project booklet	\$400.00	\$100.00	\$200.00
Software				
	Desktop publishing software for journal design	\$300.00	\$0.00	\$300.00
Total Project Cost		\$3,200.00	\$400.00	\$2,400.00

* Unused funding from previous years (if applicable)



Parents' Association of Stuyvesant High School
Funded Projects Final Report Form
For Funding Received
During the 2018-2019 School Year*

Date: _____

Proposal # _____

Contact Information

AP/Advisor/Dept.

Head: Project lead:

Phone:

Email:

Proposal

Request name/Purpose:

Amount appropriated:

Amount used:

Number of students served:

Outcome

Brief summary of the outcome (one brief paragraph describing the outcome of the project):

Comments from project participants (provide two to three comments from project participants or beneficiaries):

**Note: Please submit a separate report for each grant you received in the 2018-2019 academic year. Also, the PA will not fund a new request in 2019-2020 until all 2018-2019 reports are received. Thank you!*