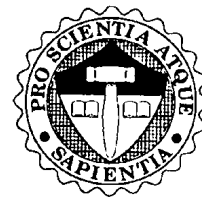


# STUYVESANT HIGH SCHOOL PARENTS' ASSOCIATION

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



April 20, 2020

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 Fall 2020 Appropriations round and invite you to submit funding requests for your projects. Please note:

- Read the attached funding request instructions thoroughly before you begin filling out the funding request form (also attached).
- E-mail the application package to us before the 6pm deadline on Friday, May 15, 2020. Email your completed forms, approvals, detailed budgets, and all supporting documents to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org). Note that applications received after the May 15<sup>th</sup> deadline will be returned unread.
- Proceed with your requests assuming activities will resume in the fall. Should activities or purchases not occur in the fall, requestors will be allowed to carry forward their funds for use in the Spring 2021 cycle.

*You will receive funding notifications (approvals and declines) in early October after the 2020-21 school year has begun.* As this represents appropriations for the 2020-21 school year, the approval must occur at the September 2020 PA General Meeting. Subsequently, groups who receive approval for funding will receive their checks in October. Please consider this when planning your activities.

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.

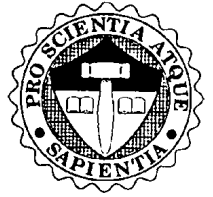
Best regards,

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 2020-2021 Funding Request Instructions Round 1: Fall 2020

**Deadline: Proposals due 6pm on Friday, May 15, 2020**

### 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.

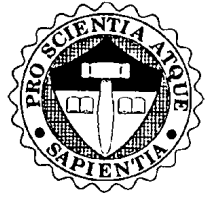
### Instructions and Guidelines:

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

1. Fill out the Funding Request Form completely (attached). Proceed with your requests assuming activities will resume in the fall. Should activities or purchases not occur in the fall, requestors will be allowed to carry forward their funds for use in the Spring 2021 cycle.
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. Attach the email approval by the faculty advisor to the application.
4. Assistant principal information and sign off are also required. Attach the email approval by the faculty advisor to the application.
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

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(Continued from previous page)

- 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)
  - 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 2019-2020 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, May 15, 2020 @ 6pm – Deadline for submissions. Submit completed and signed form, narrative, budget, approvals, and other relevant documents via email to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org).**

**October 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  
Fall 2020 Round**

FOR PA USE:  
App #  
**F20** \_\_\_\_\_

Date:

**Due: 6pm on Friday, May 15, 2020**  
*Please refer to the instructions before filling out this form*

**Contact**

Staff/Advisor Name\*:  Phone #:  Email:   
 Assistant Principal Name:  Room #:  AP Signature\*:   
 Student Leadership Name:  Email:

*\*Faculty advisor and AP approval required. E-signature or email indicating approval are allowed. If approval via email, attach email to application.*

**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).

***(continue to next page)***



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

**Due: 6pm on Friday, May 15, 2020**

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

*(continued from previous page)*

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.
- Include all approvals, progress report, and documentation.
- Incomplete applications will not be reviewed.
- Submit this completed and signed form and all attachments to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org).

## 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
<b>Total Project Cost</b>		<b>\$3,200.00</b>	<b>\$400.00</b>	<b>\$2,400.00</b>

\* Unused funding from previous years (if applicable)



**Parents' Association of Stuyvesant High School  
Funded Projects Final Report Form  
For Funding Received  
During the 2019-2020 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 2019-2020 academic year. Also, the PA will not fund a new request in 2020-2021 until all 2019-2020 reports are received. Thank you!*