

SJMS Faculty, Staff, Family and Students: Do you have a great program or project idea that fosters the SJMS Family Association (FA) mission: to provide a network of support for the SJMS community by initiating and implementing social, enrichment, service, and fundraising projects? During our monthly FA meeting, we evaluate new grant requests. We approve those that meet the grant guidelines and fit within the annual FA budget. This document provides more details about the grant process and a “[Family Association Grant Application](#)” form.

Objective:

The grant program is meant to provide funding for special projects or initiatives for which other funding is not available. The goal is to offer programs that will enhance and supplement the educational experience of SJMS’s students. Some of the requests we have historically approved are: Composter for Children’s House Students, Math Counts Foundation, Power of the Pen Registration, Recycling Bins (to supplement a grant program), etc.

Grant Guidelines:

- Complete the form below. Multiple, *unrelated* requests must be submitted on separate forms
- Submit the form by either:
 - Email completed form to the FA president sjms-familyassociation@cducation.org
 - Attending the FA meeting. Meetings are the last Monday of every month at 5:30pm, no meeting in December, May & June.
- Receive feedback on your grant request.
 - Grant requests will be considered and voted on at the monthly meeting. A quorum as defined by the current bylaws must be present. Grants may be approved, denied or returned for further details. Requests may also be withdrawn by the requester. Requests are not required for any item currently on the FA Annual Budget
 - If an urgent need for funding arises between regular meetings, the FA Officers may have an email vote. A majority vote of the FA Officers is required to approve said request.
 - The FA treasurer shall determine if FA funds exist to cover the request. If a FA budget deficit exists, no funds shall be available.
 - You will be contacted via email by a member of the FA informing you of the status of the request within 1 week after the FA meeting in which the request was presented.
 - An application in and of itself is not an indicator of funding approval.
- Use the FA funds allocated to your request. You must use the funds within 3 months of the approval date or before the end of the Fiscal Year (June 30), whichever comes first, unless an exception is approved by the FA.

- Grant recipients may request the checks be written directly to vendors for grant related expenses. Grant recipients can also be reimbursed directly by submitting a reimbursement form with attached receipts to the FA mailbox in the SJMS Office.
- Request for reimbursement must be submitted to the SJMS Bookkeeper for reimbursement within 45 days of incurring the expense or before the end of the Fiscal Year (June 30), whichever comes first.
- Any item (including, but not limited to books, software, and other permanent instructional materials and equipment) purchased with FA grants become property of SJMS, and will remain at the school for future use.
- Provide the FA with a Final Report. The FA requires a report from each grant recipient before the end of the fiscal year in which funds were used. Please let us know how successful you feel the project was. This allows the FA to make better funding decisions in the future. You may provide this report in person at a monthly meeting, in writing via email or hardcopy report in the FA Mailbox in the SJMS Office.

Grant Priorities:

Funding priority will be given to proposals that benefit the SJMS community and that exhibit one or more of the following characteristics:

- Enhances and enriches cultural and/or educational experiences outside of the classroom or beyond the scope of the curriculum.
- Implements innovative programs, creative teaching projects, and/or extracurricular activities that enrich and enhance students' learning experiences which are not supported by traditional funding sources.
- Supports groups of students in achieving state or national recognition.
- Promotes parental and/or community involvement within the school.
- Identifies projects not otherwise available through traditional sources of school funding due to budgeting restrictions.

Considerations:

The FA will consider the following when determining which requests to approve:

- Is the [Grant Application](#) clear? How exactly will the money be used?
- When are the funds needed?
- What is the exact amount requested (including any applicable taxes or handling fees) rounded up to the nearest dollar?
- How will the students benefit from this request? How many individuals will benefit?
- Has an effort been made to find the lowest price for capital items?
- Are other sources of funding available? If so, have those sources been sought out?
- Are there other submitted requests more urgently needed?



ST. JOSEPH MONTESSORI SCHOOL Family Association Grant Application

Project Title: _____

Requestor Name/Organization: _____

Affiliation with St. Joseph Montessori School: _____

Which students will the project benefit? _____

Amount requested: \$ _____ Date Needed: _____

Other Funding Sources and Amounts: _____

Purpose of the Funds (please indicate how the request aligns with the [Grant Priorities](#)):

Applicant Signature: _____

Contact Name: _____

Phone Number: _____

e-Mail Address: _____

- *Include all pertinent information with your application and submit prior to monthly FA meeting to be considered (last Monday of most months, verify with school calendar). All decisions made by the FA are final.*
- *Funds must be used within 3 months of approval date or by June 30, whichever comes, unless FA approves an exception.*
- *Reimbursement Requests must be submitted to the SJMS Bookkeeper within 45 days of expense or by June 30, whichever comes first.*