

## **PTA/PTSA ALLOCATION PROPOSAL**

### **Overview**

MEF allocates funds to the parent teacher association/parent teacher student associations at Nolan Elementary, Thrasher Elementary, and Signal Mountain Middle High School to support the annual activities of the PTA/PTSA. MEF will make allocations for the following funding areas:

- Teacher Appreciation
- Classroom Enrichment
- Related Arts Supplies (library, music, computer, art, physical education)
- Student Activities
- Grounds/Beautification

### **Criteria**

Allocations to PTA/PTSA's must be for programs/activities that recognize and support educators' classroom needs, staff/teacher morale, or student enrichment activities. The Allocation Proposals must be approved by the school principal. The proposals must clearly demonstrate how allocated funds will be used, include a clear mechanism for execution and evaluation. In addition, the proposals must identify which funding priority is addressed (see attached)

### **Allocation Cycle**

PTA/PTSA Allocation Proposals will be approved annually in March. MEF will share the Allocation Process calendar at the August Advisory Board meeting. The typical allocation process will include a proposal due date (January), advisory board meeting (February), and proposal modifications, as needed (March). Allocation Proposals will be approved and recommended by the Advisory Board and approved by the MEF Board of Directors.

PTA/PTSA's are required to submit 2 reports to MEF, one in December and one after the fiscal year close. These reports will detail how allocated funds were utilized and the associated outcomes. PTA/PTSA has the authority to reallocate funds, up to \$1,000, within the 5 funding areas. Reallocating funds greater than

Allocation Proposal, Revised 2/16

\$1,000 or to a project outside of the 5 funding areas requires prior written approval from MEF advisory board.

## **Instructions**

1. Please complete the Allocation Proposal in full before submitting to MEF.
2. One Allocation Proposal can be submitted for the entire request (multiple funding areas)
3. Complete Allocation Proposals should be approximately 1 – 3 pages in length.
4. Project Overview – include 1 - 3 sentences for each funding area explaining the need, purpose and impact associated with the funding. Identify the funding priority being addressed for each funding area requested.
5. Budget – include a budget line item for each funding area. Some funding areas may require additional detail. For example – classroom enrichment might include a budget line for in-school field trips and a line item for classroom programs. See attached sample for more examples. Please make certain to answer the questions regarding other funding sources and sustainability in 1 - 2 sentences. Ten percent of the total budget can be utilized for administrative/overhead. Simply note the overhead as the last line on the budget spreadsheet.
6. Timeline/Implementation Plan – for any program/activity that MEF already funds, please just include estimated dates of completion for each funding area. For new program/activities, please include 1 – 5 bullets detailing how the program/activity will be implemented at the school and when the program/activity will be completed.
7. Evaluation/Outcomes – this is the most important section of the Allocation Proposal. Please use 1 – 5 sentences to explain how each funding area program/activity will be evaluated, how success is measured, and how it will impact the school, students or faculty.
8. Cover Sheet – please make certain the entire cover sheet is completed in full. The submitter's name, phone and email should be filled in by the PTA/PTSA representative who completed the proposal. Check every funding area requested with the proposal. All proposals must be signed by the school principal before being submitted to MEF.



## Proposal

I Cover Page (attached)

II Project Overview

*Define the project purpose and objective, the need, and impact on educator's classrooms, staff/teacher morale, or student enrichment. Be certain to provide a project overview for each funding area requested. Use extra space, if needed.*

III Budget

*Detailed budget including all project costs for each funding area requested. Utilize the following format. No more than 10% can be budgeted to overhead/administrative expenses and should be noted below.*

<i>PROJECT COST DETAIL</i>	<i>AMOUNT</i>

*Total Amount Requested by MEF:*

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*Detail other sources of funding for the project. Define the projects sustainability without MEF funding.*

#### IV Timeline/Implementation Plan

*When will the project begin and end? Who will oversee the project? Provide timeline/implementation plan for each funding area requested. Use extra space as needed.*

#### V Evaluation/Outcomes

*Define how the project will be evaluated and the expected outcomes associated with each funding area. How will outcomes be reported to MEF. Use extra space if needed.*

### COVER SHEET

Date of Proposal \_\_\_\_\_

Proposal Name \_\_\_\_\_

School \_\_\_\_\_

School Phone \_\_\_\_\_

Submitter's Name \_\_\_\_\_

Submitter's Phone \_\_\_\_\_

Submitter's Email \_\_\_\_\_

#### Funding Areas Requested (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Teacher Appreciation  | <input type="checkbox"/> Student Activities     |
| <input type="checkbox"/> Classroom Enrichment  | <input type="checkbox"/> Grounds/Beautification |
| <input type="checkbox"/> Related Arts Supplies (library, music, computer, art, physical education) |   |

#### Certifications:

- All information contained in this application is correct
- The principal has reviewed and authorized this application
- I understand that I am required to submit a mid-year and end-year report to MEF.
- I authorize MEF to use the information contained within for public information.

PTA/PTSA President Printed Name \_\_\_\_\_

PTA/PTSA President Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_