



MANTUA ELEMENTARY SCHOOL PTA

9107 Horner Court
Fairfax, Virginia 22031
703-426-5700

October 3, 2018

Dear Mantua Faculty and Staff Members, and Mantua PTA Members,

The generous support of Mantua Elementary School families, community supporters, faculty and staff enables the Mantua Parent Teacher Association to operate an internal grant-making program called the *Mantua PTA Wish Fund*. We are pleased to announce the fifth year of the *Wish Fund* with an invitation to submit proposal applications seeking to fund projects with impact for our elementary school.

Attached to this cover letter are the 2018-19 *Wish Fund* application; a brief outline of the PTA's considerations when reviewing proposals; and an applicants' acknowledgement form. Please complete the proposal application and acknowledgement form and submit *one* hard copy to the PTA mailbox and *one* electronic copy to the 2018-19 chair of the *Wish Fund* committee.

The PTA encourages teachers, staff and current PTA members to submit *Wish Fund* applications by Friday, October 26, 2018. Project funds must be spent during the 2018-19 school year and a project evaluation report must be submitted to the PTA by March 29, 2019.

The *Wish Fund* will distribute up to a total of \$10,000.00 to all combined proposals. We look forward to your applications and appreciate your creativity for and commitment to Mantua Elementary School and its students!

Sincerely,

Kristina Clarke
Chair, PTA Wish Fund Committee
wishfund@mantuapta.org

Lisa Libby
President, Mantua PTA
president@mantuapta.org

ATTACHMENTS *Wish Fund* Application
Applicants' Acknowledgment Form
PTA's Considerations for Reviewing Proposals
Recipients' Guidelines and To-do List

2018 TIMELINE	October 5	Application acceptance window opens for <i>Wish Fund</i> program
	October 26, 5 p.m.	Deadline for submitting a <i>Wish Fund</i> application
	Week of October 29	<i>Wish Fund</i> committee to meet to review applications
	November 2, 9:30 a.m.	PTA membership to vote on committee recommendations at monthly membership meeting, Mantua Cafeteria
	November 2-9	Applicants will be notified of funding status
	March 29, 2019	Deadline for recipients to submit requests for payment and project evaluation reports



MANTUA ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
2018-19 WISH FUND APPLICATION

Complete applications should be submitted by **5 p.m. on Friday, October 26, 2018** as follows: one hard copy delivered to the PTA mailbox **AND** delivered in electronic form via email to the *Wish Fund* committee chair, Kristina Clarke (wishfund@mantuapta.org). Applicants will be notified via email of receipt of their proposal.

The timeline for review, voting and notification of funding status is:

W/O October 29 Wish Fund committee will meet to review applications
November 2 PTA membership will vote on committee recommendations at monthly meeting
November 2-9 Applicants will be notified of funding status

FORMATTING NOTES: You may submit either handwritten or typed proposals. If handwritten, please print; if typed, please use 12-point type. Number the pages; one staple or paper clip to bind hard copies is requested. Be clear, concise, and accurate in your responses. Please complete the Applicants' Acknowledgements page and include it with your proposal.

Applicant name _____

Applicant's email address _____

Daytime phone number: _____ Evening phone number: _____

PROJECT TITLE _____

ATTACH YOUR RESPONSES TO THE FOLLOWING ITEMS TO THIS COVER SHEET

1. DESCRIBE THE PROJECT (its purpose, what will be done, outcome, measure of success).
2. HOW DOES THIS PROJECT ADDRESS AN EXISTING PROBLEM OR UNMET NEED AT MANTUA ELEMENTARY SCHOOL?
3. APPROXIMATELY HOW MANY STUDENTS/FACULTY WILL BENEFIT FROM THIS PROJECT (examples: the entire 5th grade, the Kindergarten teachers and students, all students in drama club)?
4. IN WHAT WAYS WILL STUDENTS/FACULTY CONTINUE TO BENEFIT FROM THIS PROJECT IN SUBSEQUENT SCHOOL YEARS?
5. PROVIDE A TIMELINE FOR IMPLEMENTATION OF THIS PROJECT.
6. WHAT AMOUNT OF FUNDING IS REQUESTED? WHAT IS THE RATIONALE FOR THE AMOUNT?
7. IF FUNDING WILL BE REQUIRED FOR SUBSEQUENT YEARS, HOW MUCH IS ESTIMATED FOR CONTINUATION AND WHAT IS THE RATIONALE FOR THAT AMOUNT?
8. HAS FUNDING BEEN SOUGHT FROM ANY OTHER SOURCE OR PREVIOUSLY FROM THE MANTUA PTA? IF SO, PLEASE PROVIDE NAME OF SOURCE, DATE AND AMOUNT OF FUNDING.
9. WHAT, IF ANY, ADDITIONAL PTA SUPPORT (NON-FINANCIAL) WILL BE NECESSARY TO SUCCESSFULLY IMPLEMENT THIS PROJECT?

MANTUA ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION
2018-19 WISH FUND APPLICANTS' ACKNOWLEDGEMENTS

Please attach to project proposal

I understand and agree to the following:

- Any items purchase with PTA *WISH FUNDS* for this project become the property of Mantua Elementary School and must be tagged accordingly;
- *WISH FUNDS* must be spent as stated in the proposal;
- All applicable payments or reimbursements need to be requested by March 29, 2019;
- Mantua PTA *WISH FUNDS* cannot be used to pay taxes on any portion of the project, and tax exclusion forms are available on the PTA's website;
- *WISH FUNDS* may not be used towards incentives for the administrators/teachers/staff of the program or project;
- I will provide a written Outcomes Summary to the PTA president and *Wish Fund* chair(s) no later than March 29, 2019;
- Any/all applicants who are not teachers/staff of Mantua Elementary School must be current Mantua Elementary PTA members in good standing.

Project name _____

Applicant name _____

Applicant signature _____

Date _____

PTA CONSIDERATIONS for REVIEW of *WISH FUND* PROPOSALS

The *Wish Fund* committee is responsible for reviewing applications and making recommendations to the PTA membership for funding of *Wish Fund* proposals. In its review, the committee considers the following:

- the extent of a project's impact on the total school community;
- the number of students the project benefits;
- the degree of direct relationship to students' program of study;
- the sustainability of the project (single use, multi-year, multi-purpose).

The *Wish Fund* will distribute up to a total of \$10,000.00 to all combined proposals.

PLEASE NOTE: In compliance with PTA national guidelines and IRS regulations for non-profit organizations, funds granted through the Mantua PTA *Wish Fund Program* **may not** be used for association memberships or activities that result in primarily personal gains by students, parents, teachers or staff.

TO DO LIST for RECIPIENTS

Tax exemption: The Mantua PTA is a tax-exempt organization and **will not** reimburse projects for taxes charged. To avoid being charged for taxes, please obtain a copy of the tax-exempt status document, available online at www.mantuapta.org or in the PTA mailbox and provide a copy to any vendor(s) as necessary.

Paying for funded projects: *Wish Fund* recipients may request the PTA write checks directly to vendors upon receipt of an invoice or may receive reimbursement by providing a receipt for payment. The reimbursement request form is posted online at www.mantuapta.org.

Tagging PTA-funded materials: All items purchased with *Wish Funds* become the property of Mantua Elementary School and must be tagged as such. Any books, software or other permanent instructional materials or equipment shall be tagged; please contact the front office of Mantua Elementary School for tags.

Project evaluation reporting: All projects that receive funding through the *Wish Fund* shall provide an Outcomes Summary, due March 29, 2019; the summary may be sent via email to the PTA president and the current *Wish Fund* chairperson.