



9525 Main Street  
Fairfax, Virginia 22032  
703-503-4600

February 1, 2017

Dear W.T. Woodson Faculty, Administration and Staff Members,

Do you have a terrific idea to improve education at W.T. Woodson? The PTSO (Parent, Teacher, Student Organization) wants to hear about it and partner with you in its success! If you are in need of financial assistance for your classroom, students, activity or organization, we invite teachers, staff, and parents, with a current PTSO membership, to submit grant applications beginning Wednesday, February 1, 2017.

With the generous support of Woodson families and the Administration, the W.T. Woodson PTSO is able to open our Spring 2017 Grant Program and begin accepting applications at that time.

PTSO Memberships are available using the link [www.woodsonptso.org](http://www.woodsonptso.org) for \$5 per staff member, \$5 per student or \$15 per parent.

Please note that all grants allocations should be spent in this 2016-17 school year.

Friday, February 24, 2017                      Deadline for submitting Spring grant applications

Week of March 6, 2017                      Notification of your Spring grant approval

Friday, June 2, 2017                      Deadline for Spring grant recipients to submit

- requests for reimbursement/payment and
- a brief evaluation report on the grant project

Each year the intent is to offer grant opportunities in the Fall and Spring of any given year, and we are pleased to do so this year. Please see the attachments for further details including how to apply for grants.

We appreciate your cooperation with the deadlines for submitting proposals. If you have questions, please contact either of us (undersigned) or any member of the PTSO Executive Board.

Sincerely,

*Shawn Guth*  
Shawn Guth  
Chair, WT Woodson Grant Program  
[Grants@woodsonptso.org](mailto:Grants@woodsonptso.org)  
703-622-1688

*Raquel Bishop*  
Raquel Bishop  
President, WT Woodson PTSO  
[Reachptsoraquel@gmail.com](mailto:Reachptsoraquel@gmail.com)  
703-426-4985

Attachments: 1. PTSO's considerations when reviewing grant proposals  
2. "To Do" list for grant recipients  
3. Grant application

## **PTSO Considerations for Review of Grant Proposal**

The Grant Committee will review applications and present recommendations (proposals and funding amounts) to the PTSO general membership for voting. In its review, the Committee considers the following factors including but not limited to:

- The degree of direct relationship to the students program of study.
- The number of students (of the general student body or of a sub-set) that the proposal benefits.
- The extent of impact on the total school community.
- The sustainability of the project (single use or multi-year, multi-purpose).

In compliance with PTSO guidelines and IRS regulations for non-profit organizations, the W.T. Woodson PTSO grants may not be used for association memberships or activities that result in primarily personal gains (by students, parents or teachers/staff).

## **Helpful Notes for Grant Recipients**

**To pay for projects funded by the PTSO:** Grant recipients may request the PTSO to write checks directly to vendors upon receipt of an invoice/proof of purchase, or receive reimbursement by providing a receipt for payment. Either way, please use the reimbursement request form which is posted online on the PTSO website at [www.woodsonptso.org](http://www.woodsonptso.org) or directly by clicking this link: <http://www.woodsonptso.org/forms/Woodson%20Disbursement%20Form%20September%202014.pdf>

**To pay for projects funded by WTW:** Please contact Ms. Cindi Navarrete in the finance office at [cmnavarrete@fcps.edu](mailto:cmnavarrete@fcps.edu) for guidance on making your purchases.

**To avoid being charged taxes:** the PTSO is a tax-exempt organization, and therefore we will not reimburse for taxes. To avoid being charged tax, please obtain a copy of the tax-exempt status document by requesting it from the PTSO Treasurer at [treasurer@woodsonptso.org](mailto:treasurer@woodsonptso.org) and show it to the vendor.

**To tag PTSO funded material:** items purchased with PTSO grant funds become the property of W.T. Woodson High School, and should be tagged as such. Therefore, for any books, software, or other permanent instructional materials or equipment, please contact the W.T. Woodson front office for tags.

**To close the project.** PTSO membership is interested in learning about the outcome of the funded projects. Please summarize the outcome by emailing a brief paragraph to the Chair, Shawn Guth at [Grants@woodsonptso.org](mailto:Grants@woodsonptso.org) by Friday, June 2, 2017.

# WTW PTSO Grant Application

Please submit the completed application by downloading the forms from the PTSO website at [www.woodsonptso.org](http://www.woodsonptso.org) or using the form attached herein by **5:00 p.m. on Friday February 24, 2017** using one of the following methods:

- a) in electronic form sent to Shawn Guth, Grants Chair at [Grants@woodsonptso.org](mailto:Grants@woodsonptso.org)
- b) in hard copy and delivered to the PTSO mailbox

Thank you for your time! You will be informed of the PTSO decision by the week of March 6, 2017 via email.

<b><i>Project Title:</i></b>
<b><i>Department or Organization:</i></b>
<b><i>Amount of Current Funding Request:</i></b> <b><i>Amount of Prior Funding Request:</i></b> <b><i>Amount of Prior Funding Received:</i></b> <b><i>Amount of Future Funding Request:</i></b>
<b><i>Funding Source and Amount other than PTSO: ie. Booster Club, Parent Support Group, Fund Raising Plan</i></b>
<b><i>Project Description and Purpose:</i></b>
<b><i>What specifically Will Be Done:</i></b>
<b><i>What Is The Proposed Schedule for Implementation of the Project:</i></b>  <b><i>What is the Completion Date:</i></b>
<b><i>Please Define The Desired Outcome and Measure of Success:</i></b>
<b><i>Describe The Existing Problem/s Or Unmet Student Need/s That This Project Will Address:</i></b>
<b><i>What Is The Approximate Number of Students/Faculty Who Will Benefit From This Project? If A Specific Subset Of Students Will Benefit, Please Provide Details:</i></b>

<p><b><i>Is This A One-Time Project:</i></b></p> <p><b><i>Recurring Project:</i></b></p>
<p><b><i>What is the Long Term Benefit in Subsequent School Years:</i></b></p>
<p><b><i>Do You Have A PSTO Representative:</i></b></p>

**Grant Applicant's Acknowledgments**

I confirm that I am a PTSO member in good standing.<sup>1</sup>

I understand that:

- any items purchased with PTSO funds for this project become the property of W.T. Woodson High School;
- grant funds must be spent as stated in the proposal, and any applicable reimbursement requested, by June 2, 2017; and
- grant funds may not be used towards incentives for the administrators/teachers/staff of the program/project.
- I will provide a short project report to the PTSO Grants Chair, Shawn Guth at [Grants@woodsonptso.org](mailto:Grants@woodsonptso.org) by June 2, 2017.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Classroom number: \_\_\_\_\_

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<sup>1</sup> PTSO membership forms are available online and in the PTSO mail box (in the faculty mail room). Fees are \$5.00 for faculty and staff, \$5 per student, and \$15 per parent.