

Grant Application

The purpose of this program is to provide funds for activities, supplies and events that will enhance and support the scholars' experiences here at John Adams Academy. They will be granted on a "first-come, first-served" basis, and should be curriculum-based, with the benefits provided being long-term for the scholars and/or the academy. We express deep gratitude to our community and families for their generous donations, which make this Grant Program possible.

Please take a moment and follow the instructions listed below to submit your application **prior to January 1st**:

- Fill out Application in full.

For electronic submission, please remember to:

- 1) **Download** your form
- 2) **Fill** in the blanks
- 3) **Save** in PDF format

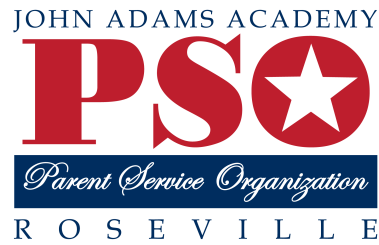
- Submit via email to ROS.PSO@johnadamsacademy.org

***Applications turned in after January 1st
may not be eligible for consideration in the current school year.***

Applications received will be reviewed by the JAA administration team and PSO Executive Board to determine whether they meet the John Adams Academy mission statement and policies. Requested amounts may be modified for budgetary purposes. Applicants may request to address the General PSO Board in order to present their proposal for further consideration.

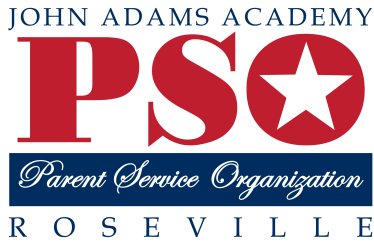
We sincerely thank you for your support, and are excited for the opportunity to further service the community of John Adams Academy.

Sincerely,
The PSO Board



Standing Rules for Grant Proposals

1. Following the Annual Fundraiser, monies raised shall be allocated by the Parent Service Organization (PSO) Executive Board and presented to the general membership.
2. The PSO Executive Board will distribute Grant Proposal Forms to staff members, encouraging participation and offering instructions.
3. Once submitted, applications will be evaluated by the John Adams Academy (JAA) administrative team and the PSO Executive Board, at which point the proposals will receive their final approval or denial.
4. Following the completion of the administrative process, the applicant will receive notification of the decision and funds will be disbursed based on current disbursement policy.
5. Accepted proposals will be made known to the general population.
6. Upon the conclusion of the PSO's fiscal year, any unused funds shall be reallocated back into the General PSO Budget.
7. Approved funds must be spent (for the intended purpose only) by the end of the current fiscal year. Failure to do so will require a grant resubmission in the following fiscal year.



Grant Proposal Form

Applicant Name: _____ Date: _____

Position & Grade Level: _____

Contact Email: _____

Department/Category: _____

Amount Requested: _____ \$ _____

Please attach price quotes & any other necessary documentation you feel would assist the process.

Purpose and Benefit of Request: _____

OFFICE USE ONLY

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|---------------------|-----------------------------------|---------------------------------|----------------------|
| Grant Status: | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Date Received: _____ |
| _____ | | | |
| Administration | | | |
| _____ | | | |
| PSO Board Member #1 | | PSO Board Member #2 | |