

# GRANT PROCESS TOGETHER FOR TRILLIUM

## **BACKGROUND**

This is the process that TFT will use to distribute TFT funds for non-TFT events and purposes. It was adopted at the TFT meeting on March 13, 2006 and amended at the TFT meeting on July 14, 2008.

The amount available for grants during a school year will be: the previous year's net income plus surplus funds, minus the current year's budgeted expenditures. One fourth of the money will be available for distribution at the September TFT meeting, one fourth at the November meeting, one fourth at the February meeting, and one fourth at the April meeting.

Any funds not distributed at one of the meetings will carry over to be available at the next meeting when grants are being considered. If the full amount of a request is not needed for that event or purpose, the unspent funds will be available at the next meeting when grants are being considered.

A request will be approved or refused by vote of the TFT members present at the meeting when the request is made. Grant decisions are at the discretion of the members present, and the members are not obligated to approve a request, even if funds are available.

## **APPLYING**

A grant request must be made in writing. The Request Form on page 3 of this document must be filled out, including the signature of the school Directory (Stephanie Hinkle), and turned in to the TFT mailbox at least a week before the meeting when the request will be considered (September, November, February, or April). Writing may continue on the back of the form if needed. Neat, clear and concise writing will make the request more likely to be approved! Applicants are strongly encouraged to be present at the meeting for questions.

Applicants must thoroughly research all options of a purchase request to be sure they are asking for items that will function well at the lowest cost. TFT Members at the meeting may ask about alternatives.

If refused, the applicant may re-apply at another meeting when grants are being considered.

## **REQUIRED INFORMATION**

Every grant request, whether written or oral, must contain the following information:

- 1. The date when the funds are needed.**
- 2. Name of person(s) making the request.** Must be a Trillium student, teacher, parent or staff member.
- 3. The exact amount needed *or* the best estimate of the maximum amount needed.**
- 4. Purpose of request.** Must advance the mission of TFT , as stated in the TFT Statement of Purpose (printed below).

The secretary of the meeting when a grant is requested will either record these four items in the minutes, or attach the written request.

### **REQUESTED AMOUNT VERSUS ACTUAL COST**

Funds are granted only for the specific event or purpose for which they were requested. If the actual cost is less than the amount requested, the difference must be reimbursed to TFT.

### **FOLLOW UP**

A written summary about the success of the event/project and an accounting of funds must be sent to TFT within 30 days of its completion. The summary should be in the form of a letter, with copies of any receipts attached.

### **TFT STATEMENT OF PURPOSE**

The purpose of this organization shall be to establish a parent and teacher organization at Trillium Charter School to support, teachers, staff, students, and parents in order to assure the success of the school.

TFT will fulfill its mission by:

- Actively striving to meet teacher and staff needs and requests;
- Encouraging and arranging volunteer activities;
- Providing support and resources for the parents of Trillium students;
- Offering scholarships for activity fees and other requests; and
- Providing social and community-building activities for the Trillium community.

## Request for TFT funds

Please fill out the grant request form and—at least one week before the TFT meeting (September, November, February, or April)—deliver it to the staff at the front desk, asking them to place it in the TFT mailbox, or email it to TFT President Kerri Creager [kerri@trilliumcharterschool.org](mailto:kerri@trilliumcharterschool.org). You may continue writing on the back if needed. Please be prepared to make a presentation and answer questions.

Date when funds are needed: \_\_\_\_\_

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

Amount Requested: \_\_\_\_\_

Please provide a brief description of the reason/need for the money: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how this will advance the mission of the TFT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Date to present request: \_\_\_\_\_

Trillium School Principal's signature: \_\_\_\_\_

TFT USE ONLY:

Date Request was voted on: \_\_\_\_\_

Request was             Approved             Denied \_\_\_\_\_