

City of Doral
FY23-24 PTSA Grant Program
APPLICATION FOR FINANCIAL SUPPORT FOR DORAL SCHOOL PTSA ORGANIZATIONS

The City of Doral FY23-24 PTSA Grant Program assists Doral schools in realizing and implementing educational programs that benefit their students. Through the grant process, the City of Doral may reimburse registered PTSAs up to a maximum of \$6,000.00 for approved educational enhancement programs taking place in the current school year. In FY23-24, applications will require student enrollment numbers for the current school year. New applicants must verify a minimum of 500 students to be eligible for the maximum \$6,000.00 grant amount. New PTSA applicants from schools with less than 500 students may be considered for a maximum \$2,000.00 grant amount, at the City Manager's discretion.

Please note that funding of the PTSA Grant Program for each fiscal year is subject to Council approval during each budget session. The City of Doral will distribute the PTSA Grant Program Application to school administrations in October 2023.

Step 1: Apply for the Grant ***(Application cycle closes December 8, 2023)***

Please fill out the application. Tell us all about your Program. Keep it simple but please complete each section. The sooner you apply, the sooner we can approve your Program.

Step 2: Approval & Implementation

If the proposed Program is approved, the City of Doral will issue an *Approval Letter* to inform the applicant of its intent to reimburse the PTSA organization to support implementation of the approved Program in the current school year. The PTSA may move forward with the Program, keeping records of the expenditures and educational attainments attributed to it. If funds for the proposed program have already been spent by the school at the time the application is submitted, the PTSA and school may include the Final Report documentation as part of the application. The City may then issue an *Approval with Intent To Award Letter* and begin processing the grant payment.

Step 3: Final Report/Reimbursement Packet ***(Due by April 12, 2024)***

To receive grant funds, applicants must submit a Final Report providing proof of the expenditure attributed to the approved Program and describing its educational impact. The City will notify applicant if Final Report is missing any elements that would delay reimbursement. Depending on the completeness of the submitted package, the standard turn-around period is 3-4 weeks to distribute the check to the PTSA. To facilitate the process, the Final Report/Reimbursement documentation may be included as part of the application if funds for the proposed program have already been spent at that time.

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Section 1: General School Information *(please print)*

Name of School:
Street Address:
School Principal:
Name:
Telephone/Cell: Email:
Number of Enrolled Students:

Section 2: PTSA Contact Information *(please print)*

PTSA President
Name:
Telephone/Cell: Email:
PTSA Vice President
Name:
Telephone/Cell: Email:
PTSA Secretary
Name:
Telephone/Cell: Email:
PTSA Treasurer
Name:
Telephone/Cell: Email:

Section 3: Type of Organization (circle only one) PTSA PTA PTO PIA PTSI

Section 4: Federal Tax Identification Number -

Section 5: Applicant Information – Please indicate who is submitting application *(please print)*

Name: PTSA Title:
Applicant Telephone/Cell: Applicant Email:

Applicant Signature Date

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Section 6: Program Category (Check the applicable program)

Fill Gap in STEM Education (Science, Technology, Engineering and Mathematics)

(materials, student training and support necessary for a successful STEM program, includes math and science workstations)

Support of School Art Program

(increase access to learning opportunities in the literary, media, visual, art and performing arts; for material, software, student training and support for art program success; must actively engage Doral students to strength the art program; not to be used to fund competitions, shows, transportation, registration fees, or events)

Support of School Music Program

(increase access to learning opportunities in the music program; for material, software, student training and support for music program success, includes band equipment; must actively engage Doral students to strength the music program; not to be used to fund competitions, shows, transportation, registration fees, or events)

Environmental Programs and Playground

(environmental programs that educate students on green-initiatives and the environment, includes water gardens, wildflower gardens, landscaping, nature trails; age-appropriate playground equipment, includes recycled equipment; not to be used to fund competitions, exhibitions, shows, transportation, registration fees, or events)

Technology Related Equipment

(to purchase: new, upgrade, or repair computers, copier machines, printers, iPads, headsets, etc.; must be a direct impact to the Doral school students)

Athletic Equipment

(new programs to: promote the well-fare and provide physical activity for students; to promote sports and athletic activities, includes new or replacement of sports equipment items; programs promoting school sports activities for Doral students; not to be used for purchase of uniforms, duffle bags, transportation, registration fees, or event expenses for competitive sports)

Other Educational or Startup Program

(an educational program that does not fit the above categories)

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Section 7: PTSA Grant Fund Intent

This section requires the applicant to provide the City of Doral with details of the intent of Program that is being proposed for grant funding. The PTSA Grant funds are intended for:

1. Providing funding for startup programs
2. Program support when other funding is unavailable
3. Funding items that are not part of the regular educational program of the School District
4. Funding programs that support the School District and District PTSA's mission
5. Supporting programs that directly affect a large percent of the student body

The grants are not intended for:

- Being the sole means of program support
- Use by any non-profit organization
- Used by a booster club
- Funding assemblies or speakers in individual schools
- Travel expenses
- Teacher training
- Registration Fees
- Routine expenses and equipment
- Teacher programs or supplies
- Clubs
- Teacher appreciation gifts, breakfast events, end-of-year recognition
- Prom, senior breakfast, fundraising events, school fair

Please note that only the educational programs specifically described in the application and approved by the City of Doral will receive grant funds. Deviations from the educational program proposed in the application shall not be funded and may result in disqualification from the grant program. Any change in the grant request will require a written explanation from the applicants and will be subject to the approval of the City Manager.

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Section 8: Program Application (Please submit the following)

- **Requirement I: Describe the Program, including:**

- a. Name of Program
- b. Duration of Program (start/end date)
- c. Focus, Mission, and/or Philosophy of Program
- d. Program Description (goals & objectives, grades involved)
- e. Program Category (See Section 6 for Program Categories.)
- f. How will you assess the impact of your Program?

- **Requirement II: Approval and Reimbursement**

If the application is approved and the grant is awarded, the City of Doral shall reimburse the PTSA organization up to \$6,000 in grant funds (pending annual funding by Council) for the implementation of the approved Program in the current school year.

- **Requirement III: Program History**

If the Program has been funded through City of Doral PTSA Grant funds in the last three calendar school years, please explain why you are requesting for funds (e.g. purchase of Phase I iPads for 2nd grade, current request is Phase II for 3rd graders).

- **Requirement IV: Vendor Registration documents**

As part of the application process, the City requires the following completed documents containing pertinent information about the PTSA organization to be included with the application. These documents are required at the time of reimbursement to enable the City of Doral to pay the PTSA organization as a “vendor” within the 2023-24 fiscal year.

- a. W-9 form (completed, signed and dated)
- b. Vendor Application Form (completed)
- c. Business Entity Affidavit (this form must be completed, signed and notarized)
- d. IRS non-profit determination letter

- **Requirement V: Letter of Endorsement**

A letter from the school principal (with school letterhead) is to be attached indicating that the Program is being supported by the school. Make sure that the letter includes the Program name, school year of the Program, and principal’s signature.

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Section 9: Final Report

All awarded PTSA Grant Program recipients are required to submit a Final Report to the City of Doral before receiving grant funds. Failure to submit the Final Report in the current school year may result in the PTSA organization being disqualified for the grant. The Final Report may be included in the Application if the funds have already been spent by the school at the time of application. The Final Report is to include the following requirements:

- **Requirement I: Final Report Document**
 - a. Program Title
 - b. Program Number (provided by the City of Doral)
 - c. Start and End Date of Program
 - d. Explain how the Program accomplished its goals and objectives
 - e. Include which students were impacted, including grade level of students
 - f. PTSA president, treasurer and school principal signature acknowledging PTSA expenditure required as part of the Final Report
 - g. Attach pictures, if applicable

- **Requirement II: Receipts**
 - a. All awarded grant expenditures must be accompanied by store/vendor receipts.
 - b. Receipts must indicate name of store/vendor, cost, and description of purchase.
 - c. Receipts for the Program shall total the exact amount awarded by the City.
 - d. PTSA organization shall not commingle one receipt for multiple purchases using other funding sources.
 - e. All purchases are to be made during the school calendar year that the PTSA grant funds were awarded; exception may be made for school upgrades made during summer break. (see Section 8, Requirement I(b).)
 - f. Copies of checks and statements are required to document grant purchases.

Completed PTSA Grant Program Applications and Final Reports are to be delivered to:

City of Doral Office of the City Clerk
cityclerk@cityofdoral.com or
Economicdevelopment@cityofdoral.com
8401 N.W. 53rd Terrace, Doral, FL 33166

QUESTIONS:
Please Contact: manuel.pila@cityofdoral.com or nicholas.perez-cubas@cityofdoral.com