

# STUYVESANT HIGH SCHOOL PARENTS' ASSOCIATION

345 Chambers Street, Room 271 - New York, NY 10282-1099 • (212) 312-4800 x2711 • [www.stuy-pa.org](http://www.stuy-pa.org)



April 17, 2023

Dear Stuyvesant Community,

The Stuyvesant High School Parents' Association (PA) actively supports high quality teaching and learning opportunities at Stuyvesant so that today's students will be tomorrow's leaders in the sciences, government, business, and the humanities.

The PA raises money every year to fund requests from student groups, faculty members, and the administration. Within the budget allocated by the PA for this critical function, we award grants to projects that we believe best address the PA's aim to support student enrichment in academic, athletic, and extracurricular pursuits. In particular, the PA has three funding goals:

1. Enhance students' education experience
2. Strengthen students' physical, mental or emotional capacity and resiliency
3. Improve and strengthen students' communication skills and social awareness

Today, we are launching the PA's Fall 2024 Appropriations round and invite you to submit funding requests for your projects. **Please read the instructions and guidelines below** before you begin filling out the Funding Request Form. The Funding Request Form (see attached instructions) and supporting application materials must be submitted **by Tuesday, May 14th, 2024**. The form will automatically close at 12:01 AM on Wednesday.

**All requests for PSAL, Speech & Debate, Robotics, Biology Department, Music Department, Model U.N., Inclusion Initiatives and Science Olympiad should go directly to the faculty sponsor. Please do not submit this form.**

## **Committee Review & Approval Process**

When your application materials are received, your request will be confirmed by one of the Appropriations Co-Chairs and will be assigned to a member of the PA Appropriations Committee for review. If necessary, the committee member will reach out to you with questions or requirements for further information. The committee member will present your request at our May Appropriations Committee meeting and then the committee will make a recommendation to the PA Executive Board and General Membership.

We expect to send funding notifications **by late December** after the Appropriations Committee recommendations have been approved at the June 11th PA General Membership Meeting. The notification will include the amount and the process for accessing granted funds. *Once written approval is received, those funds can be utilized immediately.*

- Requests for granted funds will need to include either a vendor invoice for direct payment by check (preferred), or an invoice and receipt for reimbursement. These funds must be used and receipts submitted for reimbursement no later than June 23, 2025.

Please email questions to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org). Thank you for the work that you do for the Stuyvesant community.

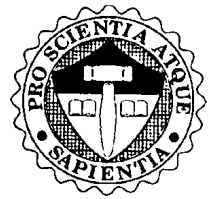
Best regards,

Alice Chan and Neiha Bhandari, PA Co-Presidents

Kika Konstantinou and Carlo Mattoni, PA Appropriations Committee Co-Chairs

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## 2024-2025 Funding Request Instructions

**Deadline: Request due by Tuesday, May 14th, 2024**

**Google Form will automatically close at 12:01 AM on Wednesday**

### Instructions

You will need the following information before filling out the Funding Request Form:

1. Staff/Faculty Advisor Name, Phone, and Email
2. Student Leader Name and Email (for team, club, and publication requests)
3. **Written approval from relevant Assistant Principal/Faculty Advisor (must upload a PDF/picture of this approval)**
4. Brief narrative describing the request, how it addresses the PA's three funding goals, and the project's importance to the Stuyvesant community.
5. Additional information including student reviews, feedback from the department, or prior project success stories.
6. Budget: a breakdown of each item and the expected cost. It should be clear how you arrived at the total. If the request is for a single item, an itemized budget is not necessary. For more complex requests, please create a line item budget and share a link to a Google spreadsheet.

When you have collected this information, please complete the [Funding Request Form](#) (click link). You can upload supporting materials as part of the form this year. If you have any trouble, please email supporting files to [appropriations@stuy-pa.org](mailto:appropriations@stuy-pa.org) and they will be added to your request. All application materials must be received by **Tuesday, May 14th, 2024**.

### Additional Notes and Guidelines

PA Funds are limited, and the Appropriations Committee makes tough decisions about which projects are funded and which ones are not in line with the goals outlined above.

- We typically fund:
  1. Competition and conference registration fees
  2. Instructor and facilitator fees
  3. Club/Pub supplies and equipment
  4. Course materials and equipment not covered by school budget
- We typically do not fund:
  1. Travel expenses, including lodging, transportation and food
  2. Activities related to religious observances / holidays
  3. T-Shirts, flyers and other promotional materials

### **Reminder: Items moved to PA General Budget**

Funding requests for teams below **will be allocated through the faculty sponsor** and no longer go through

Appropriations:

- PSAL/Athletics - contact Mr. Bologna
- Speech & Debate - contact Ms. Sheinman
- Robotics - contact Mr. Blay
- Music Department - contact Ms. Prabhu
- Model U.N. - contact Mr. Berman
- Science Olympiad - contact Mr. Thomas
- Biology Department - contact Ms. Prabhu
- Inclusion Initiatives - contact Ms. Ingram