



Parent Support Organization Grant Application

Deadline: Friday, March 2, 2018

Make it So! PSO Grants can help realize your vision for serving your students. Fill a need in your classroom, fund a special project or program, purchase supplies or equipment...PSO Grants can help "Make it So!"

What is a Make it So! PSO Grant?

Make it So! PSO Grants is a supplemental grant program, funded entirely by Orange County School of the Arts (OCSA) Parent Support Organization's (PSO'S) own discretionary funds. A Make it So! PSO Grant provides individual awardees who apply for funds the ability to make specific purchases or to help fund existing or new programs in the classroom. You are eligible to apply for a grant if you are OCSA Academic and/or Conservatory Faculty, Administration or Staff.

During the past seven years, the PSO awarded over \$164,000 in grant funds to OCSA Academic and Conservatory Faculty or staff members. The grants funded purchases and projects ranging from extra books for the classroom to music for conservatory libraries, from sports equipment and musical instruments to eraser boards and electronic whiteboards. Grant awards can range from \$100 to \$1000, and occasionally several thousand dollars.

How do I apply for a Make It So! PSO Grant? It is a simple process!

1. Identify a need and effectively present the need by completing the Make it So! PSO Grants Application Form below. Please copy any supplemental materials and/or information so it can be included with the application. We accept handwritten forms - **please print legibly**, or you may fill the form out electronically and then print for signatures. Please obtain **all necessary signatures** (applicant, conservatory director and dean) **BEFORE** you turn your form in. Make a copy for your records.
2. **Please turn in** your Make it So! PSO Grants Application Form, along with any supplemental materials and/or information to: the PSO mailbox in the office by **5:00 PM, Friday, March 2, 2018**. An email receipt will be sent to you. You may also submit electronically by 11:59 PM to **PSOSpringGrant@aol.com**. Signatures are required. **EARLY SUBMISSIONS ARE ENCOURAGED.**
3. Your Grant Application Form will be reviewed by the Make it So! PSO Grants Review Committee, comprised of PSO members and the OCSA Dean Team. An effort is made by the committee to allocate funds across all conservatories and academic departments.

If you have any questions or would like support to complete your Grant Application, please feel free to contact Koren Takata, PSO. You can reach her at PSOSpringGrant@aol.com or by phone/text at 714-504-6169.

What are some of the criteria used to evaluate Grant Applications?

A successful Grant Application must:

- **Demonstrate a credible need** by our students and teachers, either in an academic or arts conservatory classroom.
- **Quantify the number of students that will be served by a grant award.** Collaboration between faculty members in your department or across departments or conservatories, is encouraged.
- **Enhance teaching** and the learning experience as a whole. Special consideration will be given to Grant Applications that maximize the value of the PSO Grants award dollar through matching funds and/or demonstrations of resourcefulness, economy and thoughtfulness in the purchase of grant award-funded items or application of PSO Grants award dollars to projects or programs.

Make it So! PSO Grants will NOT provide funding to individuals or groups for scholarships, special events, productions, tours, performances, field trips, annual fund appeals or tickets to charitable events.

What is the grant cycle schedule?

There are two calls for applications for the Make It So! PSO Grants each academic school year: one during 1st semester and one during 2nd semester. Funds for the 1st semester grant cycle will be awarded and made available in December and funds for the 2nd semester grant cycle will be awarded and made available in April.

Thank you for applying and we look forward to reviewing your application!

Grant Number

PSO use only

PSO Make It So! Grant Application

PLEASE COMPLETE THIS GRANT SUMMARY BOX

Applicant Name: _____

Dept./Conservatory: _____

Total dollar Amount Requested (including tax, shipping, etc.): _____

Item Requested: _____

Email Address: _____

Phone Number: _____

1. GOALS AND OBJECTIVES AND WHAT YOU WISH TO FUND

Describe what you are requesting. Please explain use goals and any specific objectives. You may attach any supporting materials/documents for your project -- the more detail you provide will help the grant committee make informed decisions.

2. BENEFITS RESULTING FROM GRANT AWARD

Who will this purchase or project/program benefit? How will it be used? How many students do you estimate will benefit from this grant award? Can this grant award item be shared by more than one teacher/department/conservatory or be developed as a pilot project or program that can become self-sustaining financially?

3. HOW AND WHEN WILL THE GRANT AWARD BE EXPENDED: Describe the projected timeline involved if approved.

4. COST EFFECTIVENESS OF GRANT AWARD

Provide well-researched and documented cost estimates for your request. We suggest that you provide a minimum of two cost estimates, in an attempt to achieve maximum cost efficiency.

5. MAINTENANCE COSTS FOR GRANT AWARD ITEM, PROJECT OR PROGRAM

Will this item or program require an annual maintenance or upgrade expense? If so, how will maintenance expenses be funded? Discuss the anticipated lifespan of the purchase, or the long-term benefits of this project.

6. APPROPRIATENESS OF SOFTWARE GRANT APPLICATION ITEMS

If this item is computer software, or related to other types of technology, please provide confirmation that it will work on OCSA's current computer or other technology hardware.

7. MAXIMIZING VALUE OF THE GRANT AWARD DOLLAR

Do you have additional sources of funds for this proposal? Identify other funding resources, if available, i.e. fundraising, matching funds, co-conservatory collaborative efforts, etc.

Applicant Signature: _____ Date: _____

Conservatory Director Signature: _____ Date: _____

Dean Signature: _____ Date: _____