



EDMONDS ELEMENTARY  
**STARS**  
FOUNDATION

SUPPORTING THE TEACHING OF ART, READING AND SCIENCE

# FAQs + Budget Assistant

## PROPOSALS

### **Can anyone submit a proposal? Teachers? Parents? Board Members? Community Members?**

Yes to all. Be sure to check with any staff included in your project (such as the teachers of the grades you wish to participate in the project). This is especially important for field trip projects. You can connect to teachers through EE STARS Foundation Teacher Representatives. Contact [starsedmonds@gmail.com](mailto:starsedmonds@gmail.com) to get connected.

### **What projects or activities have been popular in the past? What has gone well? What are some lessons learned?**

#### **Successful Projects:**

- Field trips, art projects, classroom books, art materials, in-class projects, visiting artists, author days, school plays, curriculum enrichment, EE STARS Science Expo, and visiting science show

#### **Lessons Learned:**

- Field trips and activity-based projects are the best and most engaging.
- Calculate costs carefully so that actual expenses do not go over the total grant amount.
- Be sure to coordinate with staff/teachers potentially impacted by your project. Check the school calendar or work with the office manager.

## **Does every project need a school champion as a proposal contact or to help facilitate the activity?**

An EE School Champion is required for all proposals where the proposal contact is NOT an EE staff member or teacher. The EE Champion must be an EE Staff Member who will assist with the activity, answer questions, and serve as a communication link to the school. If you are a staff member, you are the EE champion. *If you do not have an EE Champion, please [email STARS](#) and we'll help you find one.*

## **I have an idea for an activity but need help putting together a proposal. Who should I contact or find other parents or teachers who might be willing to help?**

Contact the [STARS Board](#), your teacher representative, or your classroom teacher. Attending school and [EE PTA](#) sponsored events is also a great way to connect with our EE community.

## **How do I find out if the school or district policies prohibit certain activities or require prior approvals? Who should I connect with?**

Run your project idea by the EE Office Manager and/or Principal. *The following activities or expenses are not allowed: classroom furniture, classroom parties, food, beverages, and tickets for non-chaperone parent participants on field trips.* Email [STARSedmonds@gmail.com](mailto:STARSedmonds@gmail.com) to consult EE STARS bylaws for any additional concerns.

## **When can I submit a proposal? How do I submit one?**

- There is a fall (November) and winter (February) grant cycle when the board awards a majority of the annual funding for projects.
- To submit a proposal, complete the [EE Grant Proposal Form](#) by the proposal deadline stated in the Request for Proposals (RFP) announcement.

## **What if an amazing opportunity just arose after the deadline?**

Grant requests are typically not approved before or after the deadline, except in exceptional circumstances. STARS aims to ensure a fair approval process while encouraging all opportunities. To request rush approval, complete an [EE GRANT Proposal Form](#) and explain your need for expedited review in the designated section.

## **What factors are considered when deciding whether to fund a project? Is there a scoring system with weighted categories?**

### **Considerations include:**

- Does it fit the EE STARS Foundation mission?
- How many students will be involved in the activity? What is the cost per student?
- Amount of money available for funding in a particular cycle.
- Are all grade levels being equally represented in the approved proposals?

EE STARS discusses each grant completely and independently. There is currently not a scoring card with weighted categories for proposals. Some proposals are partially-funded.

## Budget Assistant

**What is the average cost per student for a proposal? How do I create a proposal budget? How can I ensure I've included all the costs associated with the project?**

**Helpful hints:**

- 23 proposals awarded or partially awarded in 2023-24
- \$66 was the average funding per student at EE in the 2023-24 cycle (all projects)
- EE STARS is currently awarding approximately \$20,000 in grants for the 2024-25 cycle.

Item	Total Item Cost
**Tax, shipping, or any additional costs	
<b>Total Requested from STARS:</b>	
<b>Total cost share:</b>	
<b>TOTAL PROJECT COST:</b>	

\*\* Please be sure to include ALL costs when applying for your grant. Costs not requested from EE STARS should be listed in the 'Cost sharing' line item with a brief explanation stated on the grant proposal form.

### Proposal budget tips:

- Research and itemize each cost, including tax and shipping
- Include transportation costs, if applicable
- If your proposal requires transportation, the Edmonds Elementary Office Manager must review your transportation costs
- Check with the office on any potential janitor or other facility costs
- Consider ongoing maintenance costs if applicable and how they will be covered after the end of the project period
- Include any [cost sharing](#) (where costs from the project will be covered by a source other than EE STARS such as families, donations from businesses, etc.)
- Chaperone ticket costs are an allowable expense in the budget
- If this is a standing request, make sure all information is up to date.
- Include two quotes for requested items unless they are specialized and only available from particular vendors

### What is the best way to maximize STARS funding?

Consider cost sharing; for example, soliciting student contributions for grants in excess of \$1,000. Note that even a \$5 contribution can defray part of the cost of the field trip/project and allow STARS to fund more requests. In cases of financial hardship, STARS can offset required student contributions.

## GRANTS & ACTIVITIES

### Upon grant approval, how is payment handled?

- The EE Office Manager contact sends the grant reimbursement requests to the STARS treasurer. The amount of the reimbursement requested is checked against a list of approved (and open) grants to verify that the amount matches or does not exceed that amount.
- If the reimbursement request is more than what was approved, but is within the allowable variance, the amount is paid.
- If the reimbursement is more than what was approved and is outside the allowable variance an email is sent to all board members for approval to pay the overage. If the board approves the overage a check is issued for the full amount requested and if the overage is rejected the original approved grant amount is paid.

### Are there any requirements once I get an award that need to be followed?

- **REQUIRED:** Keep receipts (be sure to enter your grant number on each receipt).
- **REQUIRED:** Turn in receipts with reimbursement form to the STARS treasurer immediately after the grant has been completed.

- **REQUIRED:** Only expenditures approved in your proposal budget are allowable. If additional expenses are required, or re-budgeting desired, please contact STARS.
- **REQUIRED:** Take photos and send them to STARSedmonds@gmail.com.
- **DESIRED:** Have the students make a poster or write letters to EE STARS Foundation.

### **What if I need additional funds to support my activity or project?**

- Be as accurate as possible in your request in order to ensure STARS has adequate funding for all approved grants. STARS cannot guarantee the funding of overages due to limitations of funding.
- If your Grant requires more than the approved amount, please notify the STARS Board immediately. Overages of 10% or less will be paid upon notification, while overages of more than 10% require a Supplemental Grant Request Form for payment and an explanation for the difference, for example: expanded class size or increased cost of transportation.

### **How do I connect with other parents or community members who may be interested in volunteering for my project?**

Attending school events and [EE PTA](#) nights is a very productive way to network for your projects. Additionally, connecting with your classroom teacher, the office, STARS Teacher Representative, or STARS board member provides more resources.