

Grant HS PTA Classroom Grant Project

1. Purpose: In keeping with the purpose of the PTA, to promote the welfare of the children and youth in home, school, community and place of worship, the Grant HS PTA will offer monetary grants to assist with extra expenses for school centered learning. Due to the limited monetary resources, these grants will be available for learning opportunities that are directly related to courses offered at Grant High School.

2. Procedure:

- Faculty or staff member will complete an application for a classroom grant on the form provided by the PTA at any time during the school year that the need may arise.
- This form will then be submitted to the PTA through their school mailbox and received by the President.
- On a monthly basis, the executive council of the Grant HS PTA (which includes the President, Vice President, Secretary and Treasurer) will review any grants received.
- The executive council will present their recommendations for the grants at the monthly PTA business meeting to be approved by the general membership.
- The Treasurer will disburse any funds as recommended by the final vote of the PTA membership.

3. Criteria for Grant Approval:

- Amount of monies available for classroom grants
- Number of students who will benefit from the grant
- Availability of other funding sources for the proposed item/activity
- School department or area of study to allow for wide distribution of grants throughout the curricular areas of Grant HS
- Any criteria the executive council determines to be important at the time of the grant may be used with the above criteria used as a guideline.

4. Grants must comply with all PTA guidelines and policies.

5. Amendments or changes to this policy can be accomplished through review by the executive council and approval of the Grant HS PTA membership at any general membership meeting.

2017-18 Grant HS PTA grant application

Date:_____

Name of staff/faculty requesting grant:_____

Email:_____

Department/Course:_____

Amount requested:_____

Description of how the money will be used: Please attach any additional information to help us make our decision.

Number of students impacted:_____

Have other funding sources been approached (circle) Yes No If so, who and when?

Are there any matching funds available or raised? (circle) Yes No If so, how much?

\$_____

Date of activity or when money will be needed:_____

Dates committee meets to make award decision for 2017-18: 10/10, 11/14, 12/13, 1/9, 2/13, 3/13, 4/10, 5/8

All approved grants must be utilized and reimbursement requests made prior to end of school year.

For PTA Executive Council Recommendation:

Amount Awarded:\$_____

Date approved or denied: _____