



## **PTSA Teacher Grant Requests**

Requests must meet the following criteria:

- Educational program that will enhance the curriculum for the majority of a grade level or school
- Equipment or materials not covered by the school's budget that will enrich or enhance students learning environment
- Applicant must be a current PTSA member
- Requests must receive Principal approval prior to submission. Principal (or Principal Designee) shall evaluate the request taking into consideration the current PTSA budget balance into account

Please complete the application form found on the PTSA website under the Teacher Resources/Forms section.

1. All requests will be forwarded to the PTSA Executive Board via online submission.
2. During the review process, the Executive Board will ensure the submission is complete and Principal is in agreement. A vote will be taken after any comments, suggestions and/or concerns have been addressed.

3. In most circumstances, the submissions will be reviewed at the Executive Board Meetings\*.
4. The PTSA reserves the right to deny, partially fund or fully fund grant applications based upon fund availability and current economic climates.
5. Fund request approvals are provided for the current school year only and will not be auto-renewed if future year funding is needed.
6. Once the request is approved, it is the grant requestor's responsibility to retain all receipts related to the grant. Grant requestors must ensure that vendor invoices and staff-paid receipts are turned into the PTSA for payment in a timely manner.

Notification of acceptance or denial will be sent by e-mail and recorded in the PTSA fund requests records. Notification will also be sent to the principal and grant requester for acceptance.

\*Note: If special timing consideration is needed, please include this in the Additional Information section on the online form as emails to individual board members will not be considered.