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CJH PTSA Mini-Grant Program

 2018-2019

Dear Teachers and Staff,

Once again, the CJH PTSA is offering a “Teacher/staff Mini-Grant” program. The Teacher/Staff Mini-Grant program is designed to fund enriching, educational experiences for the students.

Grants will be awarded by a majority decision of the PTSA Executive Board and based on available funds and any necessary approval by Administration. The application will be available at the PTSA desk in the teachers’ lounge as well as the PTSA website under the mini grant tab. Please complete the application and place it in the PTSA mailbox or email to [clearwood-ptsa@outlook.com](file:///C%3A%5CUsers%5CVeronica%5CDownloads%5Cclearwood-ptsa%40outlook.com). If you have any questions, please send emails to [clearwood-ptsa@outlook.com](file:///C%3A%5CUsers%5CVeronica%5CDownloads%5Cclearwood-ptsa%40outlook.com).

Criteria

* Mini-grants should provide wide-range student enrichment.
* Mini-grants are not intended to be used for staff development and/or related expenses.
* Materials purchased through the mini-grants should benefit Clearwood Junior High School and should remain as school property.
* Mini-grants are meant to provide funds for projects for which other funding is not available.
* Requests for durable materials have a funding maximum of $500. Durable is defined as having an expected life span of three or more years. This would include most equipment and book requests.
* Requests for non-durable materials have a funding maximum of $250. This would include most subscriptions, supplies and special events.
* The PTSA will consider whether there may be other sources available for the money requested.
* The teacher or staff applying for a mini-grant MUST be a current PTSA member
* The limit will be one mini grant request per 9 weeks per teacher or staff member, and is not to exceed a yearly total of $500.00 (all mini grants will be based on available funds and subject to approval by Administration)

\*\*All durable materials purchased through a PTSA mini-grant become the property of Clearwood Junior High School. Materials must remain at the school in the event that the requesting staff member leaves. While the intent of the original project should always be considered, the principal may reallocate materials over time to best meet new circumstances.

Instructions

* Fill out the Teacher/Staff Mini-Grant Application. You may use as much space as needed to complete your answers.
* Turn in your completed application to the CJH PTSA mailbox or email it to [clearwood-ptsa@outlook.com](file:///C%3A%5CUsers%5CVeronica%5CDownloads%5C%20clearwood-ptsa%40outlook.com)
* **Please submit the request by the by the 1st Monday of the month.**

We hope that you will take advantage of this program to provide the best education and experience we can give our children.

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CJH PTSA Mini-Grant Application

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting Staff Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Amount Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please respond briefly to the following specific items that pertain to your Mini-Grant request. Supporting documentation may be attached to the application if desired.

1. **Project Description**: Provide a brief description of the project or item including the goals.
2. **Need Statement:** Provide a brief statement of the problem or need and why it’s significant.
3. **Strength Statement:** Provide a brief statement describing the strength or skill that the grant will bring to the project.
4. **Outcome Statement:** Provide a brief statement outlining the # of students that will benefit from the project, how they will benefit and the sustainability of the purchased materials
5. **Budget Request:** Provide a complete budget of all items needed. Continue on back if more space is needed)

**PTA Board Use**

Grant Approved or Declined by the PTSA Board:

Date:

Board Comments:

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CJH PTSA Mini-Grant

The CJH PTSA Mini-Grant Program aims to serve as many students as possible by funding one-time events or supplies where alternate funding is not available. CJH teachers, club leaders, administrators, and staff members may apply.

What a Mini-Grant Can Fund

The PTSA is guided by the principle that mini-grants should benefit the largest number of students possible across a variety of grade levels and subject areas.

With this in mind, mini-grants generally fund:

* Supplies, materials and equipment including books, magazines and newspapers
* Support for school programs
* Instructional CDs, videos and software
* Electrical or electronic equipment
* Entry fees or admission costs to museums or other field trip destinations
* What a Mini-Grant Cannot Fund

PTA guidelines limit mini-grant funding for:

* No private transportation costs, hotels, etc. (due to insurance limitations)
* No salaries or substitute teacher costs
* No funding for staff professional development or staff conferences of any kind
* No gift cards
* No food (unless it is to feed volunteers)
* No furnishings for staff rooms, lunch rooms or principals’ offices
* No athletics-related requests.