



# THE EDGARTOWN SCHOOL PTA

## TEACHER & STAFF GRANT GUIDELINES

*Updated: November 2016*

Through dedicated fundraising and budgeting, the Edgartown School PTA is offering an opportunity to apply for grants to help cover additional staff or classroom needs not met by the annual school budget. To help us prioritize these needs, please apply for grant consideration by completing the request form and submit before **May 1<sup>st</sup>**. *All receipts must be submitted by December 1<sup>st</sup> in order to be reimbursed.* In order to apply for a grant, the requestor must be a member of the Edgartown School PTA.

### **Please review the following guidelines for applying to receive a PTA grant:**

- All grant requests submitted to the Edgartown School PTA in writing using PTA Grant Request form.
- Grant requests limited to \$500. (Exceptions based on grant committee & PTA board approval.)
- Grant requests should include a documented list of estimated expenses, as much detail as possible.
- Grant requests should be limited to projects or items that promote the educational, cultural, and healthy development of Edgartown School students. Grants should also benefit a significant portion of the school population. (For example, covering several classrooms or grade levels.)
- All granted funds must be spent for the specific purpose outlined in the grant request. The grant requestor to provide all pertinent documentation to support spending of granted funds, including, but not limited to, receipts, invoices, bills of merchandise, etc. along with PTA Reimbursement Form.
- In order to apply for a grant, the requestor must be a member of the Edgartown School PTA.
- Deadline for grant proposals to be submitted to the Edgartown School PTA on a yearly basis is May 1<sup>st</sup> for the following school year. Monies not spent by December 1<sup>st</sup> will be returned to the PTA.

To help us with the grant approval process, please use the PTA Grant Request Form and drop it in the PTA mailbox in the school office. In order to expedite payment, please provide the PTA Reimbursement Form when submitting expenses. (Forms are available in main office on administrative wall.)

Thank You for all that you do! We look forward to receiving the grant requests.

**The Edgartown School PTA Officers**

# **EDGARTOWN SCHOOL PTA GRANT REQUEST FORM**

*Please refer to the Teacher & Staff Grant Guidelines and submit this form by May 1<sup>st</sup>.*

**Date:**

**Requestor Name:**

**Position / Classroom / Grade:**

**Description of item(s) requested, cost, and brief explanation of the need for this grant:**

**Total Grant Amount Requested:**

**Any additional information that may be helpful in evaluating this grant request, please include below or attach to this form:**