

# 2011-2012 Windy Ridge PTA Teacher Mini-Grant Application

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**Purpose:** Windy Ridge PTA has an application to apply for PTA funds. Faculty members can apply for funds to support projects, which are not funded through other sources. Requests could include such things as classroom projects, speakers, books, musical instruments, PE equipment, computer software, or science equipment. *Note: If approved, purchases become school property and do not belong to the person(s) requesting the mini grant.*

**Eligibility:** Any full-time teacher/faculty PTA member currently employed at Windy Ridge School is eligible to apply for PTA funds. Windy Ridge faculty may apply individually or combine requests for departmental or interdisciplinary grade level projects. You may include pamphlets or web links about the item/project you are requesting. If you have any questions, please contact Nanette Campbell, PTA President, [ncampbell2@cfl.rr.com](mailto:ncampbell2@cfl.rr.com) or Mary Walsh, PTA Treasurer, [mwalsh04@bellsouth.net](mailto:mwalsh04@bellsouth.net).

**Process:**

1. Complete the Mini-Grant Application and submit to the Principal for review.
2. The request will be presented to and voted on at the next PTA meeting. Please note PTA meetings are typically held the 2<sup>nd</sup> Tuesday of every month. Following are the PTA meeting dates for the remainder of the 2011-2012 school year: 02/14, 03/13, 04/10, 05/15.
3. Applicants will be notified of the approval/denial of their request. *Please note that submission of application does not guarantee approval.* Approval will be based on the following criteria:
  - a. Availability of funds
  - b. Number of Students Impacted
  - c. Longevity of item/resource requested (how long can the items/resource be used, one-time, yearly, etc).

<p style="text-align: center;"><b>During the 2011-2012 school year, applications can be submitted until April 27, 2012.</b></p>
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*Because grant funds are paid out of the current year's PTA budget, requests for reimbursement or direct payment must be submitted by June 1, 2012. That means grant funds must be spent and/or reimbursed by June 1, 2012. Sorry, no exceptions.*

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Mini-Grant Application

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<b>Applicant's Name</b>	<b>Grade/Subject</b>	<b>Date</b>	<b>Amount Requested</b>
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**Please print your responses and use additional space if needed.**

Brief Description of Project:

1) Who will the project serve and approximately how many students?

2) How will the project benefit the students? *(Please be specific, using language and terminology that parents and non-educators will be able to understand.)*

3) If your project relates to the curriculum or program of study at Windy Ridge, character education, or student service learning (community service), please describe how.

4) Will the project be made available to other teachers or grade levels? If so, how and when.

5) Can your proposal be partially funded?  Yes or  No If yes, what's the *minimum* that you need for the project and how will the remainder of the funds be paid? \$\_\_\_\_\_

*How* \_\_\_\_\_

6) If you're using the money to purchase an item, please provide a sample, a list, or a clear description of the item(s) with this application (catalog, flyer, etc). Attached:

<b>Principal's signature:</b> _____ <b>Date:</b> _____
<b>Comments:</b>
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_____

<b><i>For Committee Use Only</i></b>	
<b>Date Received:</b> _____	<b>Date Reviewed:</b> _____
<b>Committee Response:</b>	
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