

Wakefield Elementary School PTA

2017-2018 Teacher Grant Form

Dear Teachers,

The PTA is continuing to offer the Teacher Grant program this year. The program is designed to fund enriching, educational experiences for the students. If you have a need that meets the criteria of the program, please consider submitting an application for a grant. Grants will be awarded by a majority decision of the PTA Board of Directors based on available funds. Grant requests can be made throughout the year, however a majority of the funds will be distributed in the first half of the school year after the September 26th deadline.

Please complete the application, have it signed by the Principal and place it in the PTA mail slot in the workroom. If you have any questions, please email me at wesptapresident@gmail.com.

Criteria

- Grants should provide wide-range student enrichment.
- Grants are not intended to be used for staff development and/or related expenses.
- Materials purchased with the grant should benefit Wakefield Elementary and should remain school property.
- Grants are meant to provide funds for projects for which other funding is not available. The Principal and the PTA will consider whether there may be other sources available for the money requested.
- Teacher grants have a limit of \$300.00 per teacher.
- Grade level or department grants have a limit of \$500.
- The teacher applying for the grant must be a member of the WES PTA in order to be considered.

Instructions

- Fill out the Teacher Grant Application. You may use as much space as you need to complete your answers.
- Have the Principal review and sign your application.
- Turn in your completed application to the PTA mail slot in the work room.
- To be considered in the first cycle of grants awarded, please have your application turned in no later than September 26, 2017.

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

Sincerely,

Wakefield Elementary PTA President

WES PTA Teacher Grant Application

Grant Proposal Submitted By: _____ Date: _____

Project Title: _____ Email: _____

Please respond briefly to the following specific items that pertain to your 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, thoroughly researched and documented budget of all items needed.

Item	Unit Price	Quantity	Total Price
Total Grant Amount:			

Signature of Teacher

Signature of Principal

PTA Board Use

Grant Approved or Declined by the PTA Board: _____ Date: _____

Letter to Teacher:

Board Comments:
