



Wakefield Elementary School PTA

2020-2021 Teacher Grant Form



Dear Teachers,

The PTA is continuing to offer the “Teacher Grants” program this year. The Teacher Grant 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 the attached application. 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 keep in mind that distribution of funds are first-come, first-served.

To access the form online, go to the WES PTA website (www.wespta.org) and click on **Helpful Links & Forms > Teacher Grants**. Please complete the application, have it signed by Mrs. Keech, and place it in the PTA mail slot in the workroom or email it to our **PTA VP of Grants** directly at wesptagrants@gmail.com.

If you have any questions, please email me at wesptapresident@gmail.com and/or the VP of Grants at wesptagrants@gmail.com.

Criteria

- Teacher Grants should provide wide-range student enrichment.
- Teacher Grants are not intended to be used for staff development and/or related expenses.
- Materials purchased through the Teacher Grant Program should benefit Wakefield Elementary School and should remain as school property.
- Teacher Grants are meant to provide funds for projects for which other funding is not available. The PTA will consider whether there may be other sources available for the money requested.
- There are two types of Teacher Grants available. *Individual* teacher grants have a limit of \$300. *Grade level or department* grants (ie art, music, etc.) have a limit of \$500.
- Once approved, the requesting teacher may choose one of the following purchasing options:
 - o 1. Purchase the items with the expectation that the PTA will reimburse you, or
 - o 2. Submit an invoice from the company with whom you wish to purchase your itemsIf you purchase the items on your own, please submit a PTA Check Request Form (also found under Helpful Links & Forms on the PTA website) along with the receipt to wesptagrants@gmail.com. **PTA Check Requests must be submitted by June 30th of the school year in which the grant is awarded.** Our school year budget closes on July 1st and checks will no longer be written for that school year after that date.
- **The teacher (or group of teachers) applying for the grant must be a member of the WES PTA in order to be considered.**

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:

E-mail:

Please circle one: INDIVIDUAL TEACHER GRANT or GRADE-LEVEL DEPARTMENT/SPECIALIST DEPARTMENT

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 Requestor

Signature of Principal

Principal's Comments

PTA Board Use

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

Letter to Teacher: _____

Board Comments: _____

Links to Items: