

Steinbrenner High School PTSA Teacher Grants

Steinbrenner High School PTSA Teacher Grant Guidelines

Purpose: To create opportunities for teachers to enhance our existing programs in support of the education of our students.

Attention: All grant recipients must be current members of the Steinbrenner PTSA.

Guidelines:

- Grant requests limited to \$500 (exceptions based on grant committee & PTSA board approval).
- Grants are offered until funds are depleted for the budgeted school year.
- Once funds are depleted, no further grant requests will be considered.
- Applications will be reviewed by the Steinbrenner PTSA Teacher Grant Committee and Board and will be considered on a case-by-case basis.
- You may be asked to provide additional information to support your request.

Note: We are all stewards of our PTSA dollars! PLEASE make sure you have researched the best price for your request. Submit documentation of costs and be as specific as possible.

- Grants should also benefit a significant portion of the school population for more than one (1) school year. (For example, covering several classrooms or grade levels.)
- All Grant funds must be used in the current school year. Apply early so the current students benefit from our current budget! All Grants must be requested before February 1st.

Restrictions:

- Grants do not cover pizza parties, refreshments, basic school supplies, or travel.
- Grants that benefit only a small number of students are not eligible.

Process:

1. Submit the Grant Request Form **BEFORE** the 1st of the month (download from the Steinbrenner PTSA website or complete the form on the website - <http://steinbrennerptsa.org/teacher-grants>).
2. Once we have received your application you will be notified if additional information is required.
3. Ms. Ewell will route the request to the PTSA and/or Faculty Representative.
4. The grant will be reviewed by the PTSA board. If a presentation to the board is necessary, the teacher will be contacted.
5. Communication regarding the decision of the PTSA board will be sent via email.

**Steinbrenner High School PTSA
Teacher Grants
Request for Funds**

Teacher First and Last Name _____

Subject Area _____

Briefly state the purpose of your Request (max.1000 characters)

How many students will this grant benefit? _____

Will this grant benefit students for more than 1 year? Yes _____ No _____

Dollar amount requested _____

Have you researched multiple pricing options? Yes _____ No _____

Email Address _____

Signature: _____ Date of request: _____

Department Signature: _____

Principal's approval:

Requests must be reviewed and approved by Ms. Ewell prior to submission to the PTSA.

Ms. Ewell's signature: _____

PTSA Action:

Approved _____ Tabled _____ Not approved _____

Signature of responsible board member: _____

Date: _____