**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!

**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)

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8/9/20