

Second Street School (SSS) PTSA Mini-Grants

The PTSA provides grants to the teachers of Second Street School and Frankfort Middle School.

The Teacher Mini-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 a proposal for a mini-grant. Grants may be awarded either by a majority decision of the PTSA Executive Board or general membership based on available funds.

The PTSA mini-grant program is designed to be a flexible source of PTSA funding for SSS teachers and staff to sponsor creative programs in which SSS students may participate. In keeping with the funding goals of the PTSA, these programs may be educational, artistic or social programs to benefit either large or small groups of students.

Grants may be submitted at any time during the school year.

Criteria:

- Mini-grants should provide wide-range student enrichment.
- Mini-grants are not intended to be used for staff development and/or related expenses.
- Materials purchased through the mini-grants should benefit SSS and should remain as school property.
- Mini-grants are meant to provide funds for projects for which other funding is not available. The PTSA will consider whether there may be other sources available for the money requested.
- The teacher (or group of teachers) applying for the grant must be a member of the PTSA in order to be considered.

The Mini-Grant Process:

- Teacher or staff member has an idea for a program, club, or celebration in which SSS students may benefit and participate.
- Teacher or staff member completes the PTSA Mini-grant Application.
- Once submitted the PTSA Executive Board or general membership will make funding decision via majority vote.
- When a grant is awarded, the PTSA treasurer will provide the teacher with a check to fund the program.
- After the program has commenced or completed, the teacher or staff sponsor is encouraged to report back to the PTSA on the program's success.

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

Teacher Mini-Grant Application

Grant Proposal Submitted By: _____

Date: _____ Email: _____

Project Title: _____

Please respond briefly to the following specific items that pertain to your Mini-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(s)

PTSA Board Use

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

Letter to Teacher: _____ Check date: _____ Check #: _____

Board Comments: