

Charles S. Rushe Middle School PTSA Mini-Grant Program

2017-2018 School Year

Dear CSRMS Staff;

The **CSRMS PTSA** is excited to continue with our “Mini-Grants”. The Mini-Grant Program is designed to fund enriching, educational experiences that will benefit the students of CSRMS. If you have a need that meets the criteria of the program, please consider submitting a proposal for a mini-grant. Grants will be awarded based on available funds.

Who may apply? Individual teachers, groups of teachers and any special subject area teachers may apply. Any CSRMS staff member who has an idea that will enhance the instructional experience of students may submit an application for a grant. ****All grant applicants must be paid members of the CSRMS PTSA. If a group of teachers applies for a grant, all members must be PTA members.***

When may I apply? You may apply throughout the year. Applications will be considered by the PTSA Grant Committee through April 1, 2018 or until funds are depleted.

How do I apply? Complete the application and turn into the PTA mailbox. **Is there a budget limit?** The grant proposal may not exceed \$100.

How will my application be evaluated? All applications will go through a blind evaluation. The application will be assigned a number and will be reviewed by members of the PTSA Grant Committee. Grant readers will evaluate the application based upon how the proposed project supports the curriculum, for the impact it will have on students, and for the clarity of the budget presentation. Grants will be awarded by a majority decision of the PTSA Board of Directors based on available funds.

Criteria:

- Mini-grants should provide wide-range student enrichment
- Materials purchased through the mini-grants shall remain as school property
- Mini-grants are meant to provide funds for projects for which other funding may not be available. Funds granted by the PTSA must be utilized in the same academic year.

We hope that you will take advantage of this new program to provide the best education and experience we can give our children. If you have any questions about the program please email me at: csrmspts@gmail.com

Sincerely,

Monique Nickerson
PTSA President

Project Name: _____

Application Number _____
(Assigned by PTSA)

1. What is the project, program or activity?

2. What part of the curriculum is this project designed to enhance?

3. Who will benefit from the project? How many students will be involved?

4. How long will the project run?

**5. What are the fees associated with your grant proposal? Approximate costs?
Have you applied for any other type of funding from another source?**

6. When are the funds needed?

7. Is there anything else you wish to tell us about the project?

I acknowledge that all grant awards remain the property of Charles S. Rushe Middle School

Staff Name: _____

Signature of Requester _____

Email: _____

Date: _____

PTSA Board Use Principal's Comments:

_____ Grant Approved / Declined by the PTSA Board: _____

Date: _____ Letter to Teacher:

_____ Board

Comments:

_____ Check Number: _____ Date: _____