

Forest Ridge PTA Teacher Grant Program

2023/2024 School Year

Dear Teachers,

The Forest Ridge PTA will continue this year to offer Teacher Grants to all our schools. The Teacher Grant program is designed to fund enriching and educational experiences for our students. If you, or your team, have a need that meets the criteria of the program, please consider submitting a proposal for a grant. Grants will be awarded by a majority decision of the PTA Board based on available funds.

A Grant request can be made anytime throughout the year and should be submitted 2 weeks prior to any PTA Board meeting (first Thursday of each month) to allow time for Principal and PTA Board approval. For any questions, please email d142PTApresident@gmail.com.

Criteria

- Grants should provide a wide range of student enrichment.
- Grants are not intended to be used for staff development and/or related expenses.
- Materials purchased through the grant program will be considered school property. 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. Individual teacher grants have a limit of \$250. Grade level or department grants (i.e. art, music, etc.) have a limit of \$500 (or to be determined for special circumstances).
- The teacher or teachers applying for the grant ***must all*** be a member(s) of the Forest Ridge PTA in order to be considered.

Instructions

- Type and submit the following Grant application. You may use as much space as needed to complete your answers.
- Email your completed application with any supporting documents to d142PTApresident@gmail.com.

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

Sincerely Yours,

Forest Ridge PTA Board

Forest Ridge PTA Teacher Grant Application

Grant Proposal Submitted By:

Date:

Email:

School:

Project Title:

Please complete the questions below and include any supporting documentation that may be needed.

1. **Project Description:** Provide a description of the project or items requested, including goals.

2. **Needs Statement:** Provide a statement of the need for requesting the grant and why it's significant to your classroom/area.

3. **Strength Statement:** Provide a statement describing the strength or skill that the grant will bring to the classroom/project.

4. **Outcome Statement:** Provide an outlining of the number 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 and documented budget of all items needed.

Item Unit Price:

Quantity:

Total Grant Amount:

Signature of Requestor:

Signature of Principal:

Principal's Comments:

PTA Board Use: Grant Approved or Declined by the PTA Board:

Date:

Notes to Teacher:

Board Comments: