



Parent Teacher Association

Teacher & Staff Grant Request Form

The Lanier PTA Teacher & Staff Grant Program supports student learning by meeting the needs of teachers and staff. It funds unique or innovative programs or resources; collaborations between teachers; instructional materials; teacher professional development; and more. It does not fund items already in the school budget.

If you have questions, please contact the PTA Treasurer at LanierPTA treasurer@gmail.com.

Project Title: _____ **Date:** _____

Requestor(s): _____ **PTA Member (s)?** _____

Total Funding Requested: _____ **Department:** _____

Contact Phone: _____ **Contact Email:** _____

Describe this grant project in detail – how it will benefit the school and student. You may attach your description instead, if you prefer. Include, fact sheets, financial specifics such as model numbers and itemized expenses, if applicable.

Has full or partial funding been sought and/ or obtained elsewhere? If so, please explain. If partial funding is provided by the PTA, how will the difference be funded?

Is there a specific date by which you need the funds, such as to meet an application deadline or curriculum milestone?

REQUESTOR SIGNATURE: _____

My signature is acknowledgement that I and my co-requestors have read and agree to adhere to the grand program policies and procedures.

PRINCIPAL APPROVAL: _____ **DATE:** _____



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Teacher & Staff Grant Program Policies and Procedures

Submissions

- For 2017-18, the PTA has designated a pool of \$10,000 for Lanier Middle School.
- PTA will review applications before the first PTA Meeting in September 2017 to allocate the requested amounts to correct departments in the PTA Budget or until funds are exhausted.
- Complete the application by end of August 2017 prior to the first PTA meeting. Late applications will be held for later review after the general board approves the Budget.
- Submit your application to the Lanier principal or assistant principals for review at least two weeks prior to the end of August 2017. The school principal must sign off on an application before the PTA to review and include to 2017-18 Budget.

Review Process

- The PTA Executive Committee will review the applications prior to the first PTA meeting. Your request will be scored based on the evaluation criteria.
- At the PTA meeting, active PTA members will receive copy of newly developed budget and vote upon the Executive Committee's recommendation.
- If your request is denied, you may reapply

Evaluation Criteria	Scoring		
Will the grant support students' health, well-being or educational success?	1	2	3
How many individuals will this grant benefit? The LMS PTA grant program prefers broad projects benefiting many students to narrow projects benefitting only a few students	1	2	3
Has this individual/department/project already received PTA funding last year?	Yes	No	
Is the request bringing new, unique or innovative tools, techniques, materials or instruction to our school?	Yes	No	
We will attempt to distribute grant funds between all departments			

Funding Process

Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are **REQUIRED** for all reimbursements. The reimbursement form is located in the PTA mailbox. Grant recipients have two options:

- **Option 1: Reimbursement:** You purchase the product then submit a reimbursement request form (with original receipts attached). The PTA Treasurer will write a check to the LMS and will drop the check off to the school finance office and the school will reimburse.
- **Option 2: PTA direct payment:** Complete a reimbursement request form requesting payment to the vendor (attach a copy of the completed order form). The PTA Treasurer will write a check to the vendor and return the check to your school mailbox. You give the check to the vendor. Once you receive the order, you must send a copy of the invoice to the PTA Treasurer for the PTA records within 15 days.

Future Funding and Future Use

- Repeat grant application are permitted. However, if not approved on current budgeted year, it will be reviewed on following school year.
- All materials bought with PTA funds are considered to be property of Lanier Middle School. They must remain at the school if the requester should ever leave.

Grant Committee Recommendation: Approve Decline

PTA Membership Vote: Approved Declined

If denied, why: _____

Date requestor notified: _____