**PTA Special Project Grant Program Guidelines**  

**Introduction**:

In order to be more inclusive to all staff and multiple types of projects, the PTA has changed the Grade Level Grants previously offered to Special Project Grants for the 2013-2014 school year. This will allow the grants to benefit more projects based on their need rather than the specific grade level only. The PTA realizes the importance of these funds to our school and has budgeted more money than years previously to accommodate even more grants. These funds should be used to enhance the classroom curriculum, improve our academic success, and provide funds for items that are not funded through school and district budgets. Special Project Grants are available for the 2013-2014 school year in the amount of $500 and will be reviewed two times a year. In addition, the PTA will continue to provide Full Time Teachers with their Teacher Grant amounting to $200 for the school year.

**Guidelines:**

* Projects should not be for anything already funded by the School District.
* Applications will be accepted twice a year and must be submitted by the deadlines. The deadlines are November 12, 2013 and March 3rd, 2014.
* Applications may be turned in by a single teacher or by a group of teachers.
* The Principal must review the application first to ensure other funds are not available and that the intent of the project does support the current school goals.
* The PTA reserves the right to redirect projects that fall in areas where other funds are available and to deny a request if the proper support for the project is not apparent.
* After the item has been approved, the teacher may order the items through the office. When the bill is received, the PTA treasurer will release a check for the amount approved.
* The Grant Recipient(s) may be asked to attend a PTA meeting after the project has been implemented to report on its success.
* Teacher Grants ($200) are awarded at the beginning of year and an application is not necessary. The funds will be deposited into each classroom’s account used for supplies, etc. The front office will supply the PTA Treasurer with period receipts for the funds spent.