

# PTA Educational Grant Program Information 2003-2004



Governor Bent Elementary School Teachers, Parents, Staff and Students: Do you have a great idea to improve education at Governor Bent? Our PTA Board meets throughout the year to evaluate new grant requests.

See below for grant guidelines and grant request cover page. Call PTA Treasurer (Pat Butler 243-2799) if you have questions.

## About PTA Grants

Our primary goal is to benefit the students at Governor Bent. People have lots of ideas on how to achieve this goal; we hope there will be many more ideas than we can fund. The PTA Board will try to support the best ones. Some of the questions the grant committee will consider in deciding which projects to fund are:

- Is this project the best use of PTA funds, or are our funds more urgently needed for something else?
- Will this project solve an existing problem or meet a need that is not currently being met?
- Do we have a clear idea how the project would work? (A timetable and details of any items to be purchased would be helpful.)

Any teacher, staff member, parent or student can submit a PTA grant request. Cover pages are available in the school office. Completed requests may be left in the PTA box. Applicants are welcome to come to a PTA Board meeting to present their ideas. Please call the PTA President (Julie Wright 294-4883) to make sure your request was received, to find out when the Board will meet, or with any questions about PTA grants.

The total amount available for PTA grants this year is \$6,500.00. The maximum per grant is \$\_\_\_\_\_.

### DETAILS

Grant recipients may request that the PTA write checks directly to vendors for grant related expenses, or we can reimburse your expenses when you submit

receipts to us. Completed order forms, invoices or receipts may be left for the Treasurer in the PTA treasurer's box.

Final Report: The PTA requires a report from each grant recipient before the end of the school year in which funds were used. We want to know how successful you feel the project was so that we can make better funding decisions in the future. If you can come to a PTA meeting to tell us how your project went, great! If not, a written report should be submitted to the grant committee.

Books, software, and other permanent instructional materials and equipment purchased with PTA grants become property of Governor Bent Elementary School. The PTA will provide tags to identify items purchased with PTA grants. A list of such items, showing where they are kept, must be submitted with the final report for each grant. Copies of invoices with the location of items noted are ok.

PTA Use Only:

Grant No. \_\_\_\_\_

Date Submitted \_\_\_\_\_ Total Cost \_\_\_\_\_

Date Approved \_\_\_\_\_ PTA Share \_\_\_\_\_

