



# Northwood PTA Teacher Grant Application

*PTA Use Only*  
Approved: \_\_\_\_\_  
Cost: \_\_\_\_\_

Title or Area: \_\_\_\_\_

Teacher: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mark the category you are applying for:  Instructional  Creative

**Briefly describe the proposed project.**

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**Who will benefit from the project?**

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**Describe the Implementation Strategies.**

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**What are the approximate costs?**

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*Submitter may be requested to supply additional information.*

## NORTHWOOD PTA GRANT PROGRAM GUIDELINES

**Purpose:** To nurture creativity and enthusiasm by awarding grants up to \$250 to teachers or groups of teachers to carry out special projects in their classrooms or departments that provide a unique learning experience, when funds are not otherwise available.

Dollar amounts on grants will be \$250 each, although exceptions can be made for exceeding this amount. Awarding all grant money will not be required if there are no proposals turned in or if the Grant Committee judges none worthwhile. Any grant money left over and not rewarded will revert to the PTA general fund for allocation at the end of the year. Funds can be eliminated or reduced through budget action of the PTA Board.

### **Guidelines**

- Any staff member will be allowed to submit a grant request for either: 1) instructional/ educational purposes or 2) creative learning projects. Requestors are encouraged to think outside the box. Projects cannot be for anything already funded by the School District.
- **Application must be submitted by the deadline. There are no exceptions.** The deadline for the grant application is the ***first Friday of September.***
- The Grant Committee will review the application by the ***second Friday of September.***
- The Grant Committee will prioritize and approve the projects.
- Applications will be judged on:
  - Creative ways of learning;
  - Results anticipated;
  - Number of students that will benefit;
  - Diversity of subject areas being awarded grants;
  - Importance of the learning experience to the students involved;
  - Degree of confidence in project success.
- The PTA reserves the right to redirect projects that fall in areas where other funds are available, and veto those that are involved in politically or community sensitive areas.
- Grant Recipients will have two options for receiving the grant money. In both cases, a "PTA Reimbursement/Payment Request" form must be completed. The form can be found on the PTA website under Forms. The two options are outlined below.

### **Option 1**

- The Grant Recipient places the order and purchases the product.
- The Grant Recipient completes a Reimbursement Request form (with receipt/internet confirmation attached).
- The PTA Treasurer will write a check made out to Grant Recipient for reimbursement.

### **Option 2**

- The Grant Recipient completes a Reimbursement Request form with a Pay To of the vendor (attach a copy of the completed order form).
- The PTA Treasurer will write a check to the vendor.
- The PTA Treasurer will return the check to your school mailbox.
- The Grant Recipient mails the order and the check to the vendor.
- Once you receive the order, the Grant Recipient will need to send a copy of the invoice to the PTA Treasurer for the PTA records.