

RHS PTSA APPLICATION FOR FACULTY MINI-GRANTS

(updated 08/01/2023)

Through RHS PTSA fundraising efforts, we are able to support and enhance various programs for the students of RHS. The funds earmarked for the Faculty Mini-Grant Program is just one of the many outlets PTSA has recognized and funded for the benefit of our RHS students.

Please complete the attached application and follow the process outlined below. Feel free to include any additional information that you feel will assist the RHS PTSA in its decision-making process.

Questions? Email the PTSA co-presidents at <mailto:ridgefieldhsptsa@gmail.com>

Basic Guidelines:

- Maximum grant amount is \$500.
- PTSA would like each grant to reach as many students as possible ~ that does not mean we won't consider a "one class deal." Preference is given to materials/plans that cover as broad a student body as possible. [Textbooks or travel expenses are not eligible for mini-grants.](#)
- Applicants (faculty/administrator) [must be a PTSA member.](#)
- Applicants must provide a list of teachers that would benefit from the grant request. [It is highly recommended that they also be RHS PTSA members.](#)
- Emphasis on curriculum and instruction is recommended.
- Mini-grant funds are limited, and each request will be considered in the order they were received.
- If granted, you may be requested to present at a future PTSA meeting the effects of your grant.

Process:

- 1) Complete the attached application.
- 2) **Submit the application to Dr. Jacob Greenwood for review/approval.**
- 3) If approved by Dr. Greenwood, please submit to the PTSA electronically via ridgefieldhsptsa@gmail.com. PTSA Executive Board usually meets at the start of each month and will render a decision at that time. If more information is required to decide, we will contact you as soon as possible. If you are in a time-crunch with respect to your grant request, please contact your PTSA Presidents after you receive Dr. Greenwood's approval.
- 4) PTSA Treasurer will contact you with respect to our final decision. Checks cannot be made payable to cash. It is preferred that the check not be payable to faculty or administrator directly; checks payable to a supplier, company or credit card (with receipts provided) are preferred. Checks can be made payable to district/school bookkeeper for distribution. Obviously, the situation will dictate the payment method.

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Name: _____ Date : _____

Position: _____

Email: _____

Mini-Grant Information/Details:

1) Subject Area: _____

2) Grade Level/s to benefit: _____

3) Number of Students/Classes (approximate) to benefit: _____

4) \$ Amount of Mini-Grant Requested: _____

5) Proposed Use of Funds: _____

6) Learning Objectives: _____

7) What do you need to purchase (where is the grant money going): _____

8) Can this be re-used in future classes? Other departments? _____

9) PTSA may request a demonstration/presentation (5 minutes) of the results of this Grant. We will contact you to schedule a date based on your Grant, if applicable. Pictures and a statement are useful in the ability to raise further funds.

Please make check payable to: _____*

Teacher Signature

Jacob Greenwood, Principal

Principal Approval: ____Yes ____No

PTSA Approval: Date _____ PTSA President _____

If declined, please provide brief statement: _____