



MEMORIAL SCHOOL PTA
TEACHER GRANT GUIDELINES

- GOAL:** To provide classroom tools and/or materials to enhance the student's learning experience. Excluded items include clothing, food and paper goods.
- DEADLINE:** There will be three grant deadlines/review dates throughout the 2018-2019 school year: December 15, February 15, and April 15. (Please note that it is recommended to submit applications early to help ensure that funds are still available.)
- LIMIT:** \$300.00 per project
- GUIDELINES:** Grants will be reviewed three times throughout the school year until such point that funds are exhausted. Applicants must be current PTA members. All grant requests should be researched to obtain the best available price. The committee reserves the right to research a more reasonable price. If approved materials are received damaged, it is the responsibility of the teacher to notify the committee within the allowable time frame to exchange or return the items.
- PROCEDURE:** Application forms are available on the PTA website. Once completed, principal approval is required. Please submit your grant request electronically to rebecca.aziz@gmail.com. You will be notified of the status of your request once reviewed by the grant committee. The committee is comprised of two parent representatives from each grade. Approval is based on majority ruling. Please include as much information as possible to help the committee understand the need and reason for the grant.