

Green Level High School PTSA

Instructional and Development Grant Process

To support our teachers, staff and students, the GLHS PTSA is pleased to offer professional development and instructional grants.

***Developmental grants*** should have the potential to enhance the curriculum and education experience for as many of the applicant’s students as possible. Grants include fees and material costs associated with the opportunity. **Travel, lodging and meal costs are not eligible.**

***Instructional grants*** should enhance the curriculum by providing additional relevant education experiences and/or improve the quality of the learning environment for students. Purchases should be of a durable nature for continued use, affecting as many students or staff as possible. Purchases should not easily be donated by classroom parents or funded by GLHS or WCPSS.

***Eligibility***: GLHS teachers/staff who are current members of the GLHS PTSA are eligible to apply for these grants. Grant ideas must be reviewed and approved by the school principal prior to submitting this application to the PTSA Staff Grants Committee.  
  
***Award***: The amount awarded is dependent on the number of grant requests received and funds available. The committee may provide partial funding for specific requests at its discretion.  All grants are limited to $200/teacher/year, while funds are available. All instructional funded items become property of GLHS.  
  
***Timeline***: **The fall application deadline is October 31, 2023**. Pending fund availability, **the** **spring application deadline is March 22, 2024**.  Applications submitted by the deadlines will be reviewed by the PTSA Grant Committee and then presented to the PTSA Board for final approval.  
  
**Process for submitting grant application:**

* Complete PTSA Grant Application **including principal approval signature.**
* Attach quote, receipt or registration documentation.
* Place grant application in the PTSA mailbox.
* The PTSA will review submitted application in its next Board meeting (held every 2nd Wednesday of the month).
* Once grant is awarded, PTSA will reimburse the recipient according to standard GLHS PTSA reimbursement process, receipt required.

For questions concerning this process, please email:[*glhs.ptsa.grants@gmail.com*](file:///C:\Users\lizwe\AppData\Local\Packages\microsoft.windowscommunicationsapps_8wekyb3d8bbwe\LocalState\Files\S0\8\Attachments\glhs.ptsa.grants@gmail.com)



**Grant Check Payee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payee Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Today’s Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Funds Needed By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**$ Amount Requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Grant**: Development  Instructional

**If this is an instructional grant, will this be used for a single event , this school year  or multiple school years** ?

**Number of Students Impacted**: \_\_\_\_\_\_\_\_\_\_\_\_

**Classes Impacted** (e.g., English): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please explain the purpose of this grant. Include the following details.**

* How does this grant align with your learning standards?
* How will this grant have an increased learning impact on your students and/or colleagues?
* If this is an instructional grant, what will students be doing during these lessons?

**Required School Principal Approval & Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTSA Approval/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt/Invoice Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Paid to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Funds Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_