

2026-2027 BLALACK PTA STAFF MINI-GRANT PROGRAM

We are pleased to offer another grant opportunity for Fall 2026. The mini-grant program is funded by the Blalack PTA! Mini-Grants can be used to help fund special programs, projects, items, and/or events that benefit individual classes, grades, all students, teachers, or the Blalack School Community. Mini-grant awards can be requested for new materials for classrooms and school projects, clubs, programs, events, and school presentations.

The Blalack PTA has approved \$1,000 for mini-grant projects for the 2026-2027 school year

Applications will be accepted in the fall of the 2026-2027 school year for Fall Semester grant requests. The full \$1,000 is available now, and all teachers and staff are eligible to apply. Depending on the availability of funds, we may offer a Spring Mini-Grant Program.

The maximum amount granted per application is \$150 per person. Requests for smaller amounts are also encouraged.

Please fill out the application at [Blalack PTA Staff Grant Application](#). If you have any questions, please contact Shilah Lyman at teachergrants@blalackpta.org.

APPLY NOW!

Goal:	Provide mini-grants to fund special programs, projects, items, and/or events that benefit individual classes, teachers, students, and the Blalack Middle School Community.
Who Can Apply?	All teachers and staff, individually or in groups
When is the Deadline?	We intend to award mini-grants in the Fall of 2026 Please apply by November 9, 2026. <i>You will be notified regarding application approval within 30 days of the application due date.</i>
How do I Apply?	Review the Mini-Grant Guidelines and complete the application at Blalack PTA Staff Grant Application

Application Process?	A group of volunteers from the PTA will review the applications and make the final determination on awards. The program is competitive, and not all applications will be awarded funds. <i>If your request is denied, you may reapply for the next award cycle.</i>
How much can be requested?	The maximum amount for any single award is \$150. <i>Requests for lower amounts are also encouraged.</i>
What Can the Funds be Used For?	Funds may be used for the materials, books, resources, fees, or services requested in your application.
Process for Receiving Funds?	Awardees make their purchases, save receipts, and request reimbursement. The PTA is NOT able to provide cash up front for any purchases. For more information, please see the attached Mini-Grant Guidelines.

TIPS for Completing the Mini-Grant Application and Spending a Mini-Grant Award

Please answer all questions on the application form clearly and with as much detail as possible. The more information you can provide on the application, the easier the selection process will be. If you have additional information to provide, email teachergrants@blalackpta.org.

Specify clearly what the money you are requesting will go towards. For example, if you are requesting \$100 for books, please clarify which books, how many you need, and how much the cost is per book.

Specify an estimated timeline of when your project will be completed. If awarded a mini-grant, please fulfill your project as close to the estimated timeline as possible. We understand that plans may change throughout the year and some projects may not be carried out to fruition. Please stick to your timeline as much as possible, and if your plans do change, please let us know

If you are not able to complete your project, let us know so that we can offer funding to someone else. Please let us know if you do not use your award so that we can add that amount to the next mini-grant award cycle. Please understand that mini-grants *cannot* be carried over to the following school year.

All mini-grant reimbursements or check requests should be for the specific amount of your purchase or project. Funding cannot be for more than the initial mini-grant awarded to you.

2026-2027 BLALACK PTA STAFF MINI-GRANT PROGRAM

The Fine Print

All items purchased with grant funding become property of Blalack Middle School. Supplies purchased for a specific teacher's use will remain with the teacher for their tenure at Blalack Middle School. Supplies or technology purchased to support a grade level curriculum will remain with that grade level regardless of the assignment of the applicant.

Funding Process:

Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are **required** for all reimbursements.

Grant recipients have two options:

Option 1: Reimbursement: You purchase the product, then submit a reimbursement request form (with original receipts attached). The PTA Treasurer will write a check to the grant recipient for reimbursement.

PTA cannot reimburse sales tax. PTA will provide applicants with tax-exempt information upon grant approval if needed.

Option 2: PTA direct purchase: PTA will purchase the items directly for the grant recipient and coordinate delivery of items. Coordinate purchases with Shilah Lyman at teachergrants@blalackpta.org.

Future Funding and Future Use:

Repeat grant applications are permitted. However, when the PTA meets a grant request, it is not a guarantee for future funding (such as funding the same initiative the following year).

Please Note: The Grant Committee reserves the right to ask for additional information or clarification from the applicant.

Questions?

Contact Shilah Lyman, *Staff Grants Committee Chair*, at teachergrants@blalackpta.org