



East Ridge Elementary PTA

STAFF GRANT REQUEST PROCEDURE

This procedure is intended to provide guidance to all faculty and staff at East Ridge Elementary who wish to apply for a grant from the East Ridge Elementary PTA (ERPTA). This program is designed to provide financial support for the procurement of programs, materials, and services that contribute to the enrichment of the students of East Ridge Elementary and surrounding community.

The following guidelines and procedures are provided to ensure the fair and equitable distribution of ERPTA grant funds to all faculty and staff members who wish to participate in this program:

1. All grants up to \$10,000 will be issued to Northshore School District in the name of East Ridge Elementary School.
2. All grants in excess of \$10,000 must be pre-approved by the East Ridge Elementary Principal and Northshore School District. District approval shall be coordinated by the East Ridge Elementary Principal.
3. All capital materials granted via this program shall be purchased by Northshore School District and shall remain the property of Northshore School District.
4. All grants related to supplemental curriculum materials must be pre-approved by the East Ridge Elementary Principal to ensure that all such items are consistent with Northshore School District requirements.
5. Staff grants will be awarded twice each fiscal school year, with the following submittal / approval schedule:

Grant Period	Grant Submittal Due Date	Grant Approval Date
Fall grant period	November 30	No later than December 15
Spring grant period	March 31	No later than April 30

6. Grant Request Forms may be placed in the ERPTA mailbox located at the East Ridge Elementary main office or may be submitted to any ERPTA officer.
7. Grant applications will be evaluated by the ERPTA board based on alignment with the mission of the ERPTA (namely the enrichment of the students of East Ridge Elementary and surrounding community) and program funding. Grant applications will not be considered on a “first come, first served” basis.
8. All Grant Request Forms must be signed by the East Ridge Elementary Principal.