

### 2019-2020 Justice HS PTSA Grant Program:

The Justice HS PTSA has budgeted up to \$4,000 of its annual budget to award grants of up to \$300 each to teachers and staff.

### Purpose:

These grants enrich student, faculty, and staff learning by providing resources that support students' classroom and/or extracurricular learning or facilitating faculty and staff participation in activities designed to enrich their academic and professional development. Generally, these grants fund materials, programs, tools, transportation, etc. that cannot be funded from the school budget or other sponsoring organizations.

### Process:

To give all faculty and staff an equal opportunity to be awarded these funds, grant applications may be submitted to the Justice HS PTSA Grants Committee for review and approval. All proposals must be approved by the Justice High School principal before review by the Grants Committee. All teachers and staff who are **current members** of the Justice HS PTSA are encouraged to apply. (Become a member online: <https://www.justicehsptsa.org/membership>)

### Criteria used to evaluate the grant applications:

1. The extent to which the activity or item to be funded will enhance the student(s)' classroom/activity experience, or the requestor's academic or professional development; and
2. The impact of the activity or item on the student body and staff, in addition to the benefit to the requestor.

### Other pertinent information:

- During the 2019-20 school year up to \$4,000 may be distributed through grant application and review.
- The maximum amount that may be awarded per grant application is \$300.
- Preference is given to new awardees.
- Grant requests will not be considered for clubs/activities in lieu of or as a means to support their annual fundraising or provide student awards.
- Any equipment purchased using these grants is the property of FCPS and Justice High School, not the individual or group applying for the grant, and as such, must remain at the school.
- The recipient agrees to provide a receipt for the funded purchase. This receipt is required even if the grant money does not provide full funding for the purchase. Should unforeseen circumstances cause the grant recipient to not be able to use the grant money, the recipient agrees to refund the grant money to the Justice HS PTSA no later than July 1, 2020.
- Each recipient will submit to the Justice HS PTSA a short follow up summary of how the grant money was used or an example of the purchase in action.
- The Justice HS PTSA intends to distribute grants during two funding periods of approximately \$2,000 each:
  - Funding Period 1: Within the first quarter of the school year
  - Funding Period 2: Early in the third quarter of the school year
- Applications for Period 1 will be accepted from the start of the school year through October 4, 2019. Applications for Period 2 will be accepted from January 10, 2020 through February 18, 2020.
- Completed applications (including principal approval) must be sent via e-mail to: [grants@justicehsptsa.org](mailto:grants@justicehsptsa.org)