

# STOUGH PTA MINI-GRANT PROGRAM

## What is a PTA Mini-Grant?

The Stough PTA provides small grants to aid in special projects or programs proposed by teachers and staff. Our grant program aims to assist our teachers and staff in serving as many Stough students as possible. We seek to provide the resources needed to equip our educators with what they need to help all Stough students achieve well-being and academic success.

## Who may apply for a PTA Mini-Grant?

Teachers, Administrators, Staff Members, Students (with the support of a sponsoring staff member). If you have any questions, please contact [StoughPTA@gmail.com](mailto:StoughPTA@gmail.com)

## What types of activities/projects can a PTA Mini-Grant fund?

Grants may fund equipment, supplies, books, special events, teacher/staff development, and other needs. Some preference is given to applications that benefit all students and/or provide durable materials (these will remain the property of Stough). However, we are mindful that some needs among grade levels, classrooms, departments and students are unique and important. Supporting a specific classroom or individual can absolutely contribute to the health and strength of our entire school community and we welcome such applications that do so.

## What is the timeline for submission of PTA Mini-Grant applications?

**Applications will be accepted from September 4th – April 15th of each school year, subject to revisions in the WCPSS school calendar.**

## What is the application process?

Step 1: Complete a PTA Mini-Grant application. These can be found [HERE](#), on the Stough PTA website and printed copies are available with the school's front office.

Step 2: Submit completed application to the principal. She will consider, among other things, how the proposal will benefit the school's goals and other available

funding. One goal of this program is to meet the needs of our school while maximizing the use of PTA funds. Projects that can be funded elsewhere should be so that PTA funds can be used for projects without funding alternatives. This expands the benefits and resources for our school. If approved, the principal will sign the application and the applicant is responsible for scanning and submitting the application electronically using this form. Please note submissions are limited to one electronic file. This means the application and supporting documents must be submitted as one file.

Step 3: The PTA will review and seek clarification or any additional information pertinent to the request. Applications are then presented to the Stough PTA executive board for consideration. Applicants will be timely notified of those results. From time to time, consideration of a request may need to be deferred based upon budget, funding, or other PTA needs. The request may be funded in whole or in part, declined, accepted or accepted with certain conditions. Note that preference may be given to teachers and staff who are members of the Stough PTA.

Step 4: Grant recipients should submit reimbursement requests (using the PTA Mini-Grant budget expense category). **ALL CHECK REQUESTS MUST BE RECEIVED BY THE PTA TREASURER BY JUNE 1. Any unused funds after this date will be returned to the grant pool for future requests. Expenses beyond the amount approved by the above process will not be funded.**

## What happens to durable materials purchased with grant funds?

A durable material has an expected life span of three or more years. Books and most equipment would be considered durable. Such materials purchased with grant funds become the property of Stough Magnet Elementary School and must remain at the school in the event the requesting staff member leaves. While the intention of the original project should always be considered, the principal may reallocate materials over time to best meet new circumstances and the needs of the school and its students.

## The Stough PTA budget funds specific projects as well. How do I know whether to use another budget category versus applying for a PTA Mini-Grant?

The Stough PTA general membership approves a line-item budget each year. We designate certain funds for school or program-wide activities. Examples include teacher supply reimbursements; staff appreciation events; staff T-shirts; Super Kids Day; Angel Charity Fund

to assist the Student Services Team. The PTA Mini-Grant fund is designed to set aside funding for projects, programs or support not included in other budget line-items. Please reach out to the PTA President or email [StoughPTA@gmail.com](mailto:StoughPTA@gmail.com) if you have any questions.

### What is the monetary limit for a PTA Mini-Grant ?

Grant awards are limited to \$500 per applicant. More than one applicant may apply for a single grant.

### Where do I direct questions about the PTA Mini-Grant?

Feel free to contact the PTA President or the Principal with any questions you have. The goal is to work together to put our funds to the best use.

The Stough PTA Board is excited to offer this new program. We reserve the right to make adjustments to these guidelines as we learn more about staff needs and how we can best serve our school community. Thank you for allowing us to support you in this way.

Questions? Email [StoughPTA@gmail.com](mailto:StoughPTA@gmail.com)