

**Inman Middle School PTA  
2011-2012 Teacher and Clubs Grant Application**

**Instructions:** Please complete the application, in no more than 2 or 3 pages, and submit by email to [inmangrants@gmail.com](mailto:inmangrants@gmail.com) or place a hard copy in the Inman Grants folder in the main office. **Email is preferred. Deadline is Monday Oct 3<sup>rd</sup>.**

**Grants limit is \$1000 per application.**

**Questions?** If you have questions about grants please email [Inmangrants@gmail.com](mailto:Inmangrants@gmail.com) or call Karin Dusenbury at 404-550-2906.

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**Project Title:** \_\_\_\_\_

**Names of Teachers/Staff/School Community Members Responsible for Project:**

\_\_\_\_\_

**Email Contact for Grant:** \_\_\_\_\_

**Number/grade of students impacted:** \_\_\_\_\_

**Grant Amount Requested:** \_\_\_\_\_

**1. Summarize your project:**

**2. How will you make this project a reality? (i.e. plan of action, timeline)**

*Please only answer #3 if this is a Club Grant-*

**3. In what way have you asked members to contribute financially to the club?**

*Please only answer #4 & #5 if this is an academic (non-club) grant.*

**4. Please explain how your project addresses Inman's Student Achievement plan.**

**5. Please explain how you will evaluate the project's effectiveness in terms of Inman's Student Achievement plan.**

6. Please itemize your project budget. Prioritize items in case only partial funding is available. (Remember to include taxes and shipping in your costs!)

Vendor	Description	Expense Amount *	Priority
	<b>Total Project Budget</b>		

Have you requested full or partial funding for this project from APS, CINS or other sources? If so, please give details.

**Principal Review** (not required for club grant):

Reviewed by Principal: \_\_\_\_\_  
*(Principal's signature and date)*

**OR**

Email approval from Principal included with application: \_\_\_\_\_

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**By submitting a proposal, you are agreeing to the following terms:**

- **Ownership of Materials** - All material/equipment purchased with grant money belongs to Inman Middle School for use only at Inman Middle School. Should the staff member/parent leave Inman Middle School, such material/equipment will remain the property of the school and must be returned to the PTA.

## Additional Information

**Background:** The Inman Middle School PTA provides grants for:

- Teaching and administrative staff to enhance the learning environments of students in their classrooms or in resource areas, and
- Teaching staff/parents to supplement school clubs dues to fund start-ups or special projects.

These Teacher and Club grants are designed to supplement, not replace, APS funding. Grants support innovative educational efforts. These may include creative classroom projects, supporting teachers' curriculum enrichment projects, guest speakers or performers, field trips, innovative materials or equipment, or club activities. **Please note: Grants cannot be used for teacher training, salaries or consumable goods (except in some specific situations, i.e. trying a new curriculum support).**

**Objectives:** The PTA seeks grant proposals that offer strategies/experiences to:

- Further the school's achievement plan.
- Improve student achievement.
- Increase a teacher's ability to enhance differentiated instruction.
- Test new creative ideas for teaching and curriculum
- Provide clubs with resources to strengthen the quality of extra-curricular activities at the school. **NOTE: Clubs are expected to self-fund as well through student fees. Scholarships for students wishing to join clubs with membership fees can be requested through the school social worker.**

Grants will be awarded on a competitive basis. Priority will be given to new proposals over previously funded projects, although the latter are eligible. However, the grants are not intended to be a permanent funding mechanism for projects. Once a project has proven worthwhile, other permanent funding should be secured. The grants committee is willing to help with this process. Collaborative projects are encouraged. The PTA Grant Committee, comprised of experienced parents and educators (not from Inman), will review the applications.

**All grants must be reviewed by the Principal before submission. Application must either include of an approval email from the Principal or the Principal's signature on a hardcopy of the application. This is to avoid the submission of grants for things that can be funded through existing school funds or other sources available to the Principal.**

**Deadlines:** The initial deadline for submitting grant applications is **midnight on Monday, OCTOBER 3<sup>rd</sup>, 2011. However, grants can be submitted after this date and throughout the year for consideration as long as money is still available.** Email submission is encouraged – e-mail to [inmangrants@gmail.com](mailto:inmangrants@gmail.com) – but hardcopies will also be accepted. Applicants should check for a receipt notification within 48 hours. Award notifications will be sent out no later than the 1<sup>st</sup> week of November 2011.

**Grant Limit:** Limit of \$1000 may be requested per grant application

### **Guidelines for Receiving Awarded Grant Money**

There are two ways to access your grant funds:

- Order materials and turn in the invoice, attached to the PTA reimbursement form. Grant Chair will approve request and the PTA treasurer will pay the invoice directly.
- Purchase materials and turn in receipts, attached to the PTA reimbursement form. Grant Chair will approve request and the PTA treasurer will cut a check to you.

*NOTE: All technology (i.e. document cameras, cameras, LCD projectors, etc.) must be cataloged by the Media Center Specialist before being released to the grant recipient.*

**Please contact Karin Dusenbury ([inmangrants@gmail.com](mailto:inmangrants@gmail.com), 404-550-2906) once you have submitted your invoice/receipts. This will expedite the process!**

**PTA Reimbursement form must be completed to receive grant money.**

**All grant money must be used by the end of the school year (May 2012) unless prior arrangements have been made.**