

### **MPHS PTSO Teacher Grant Request Form**

The PTSO encourages faculty members to apply for grants to assist with enhancing instructional practice and purchasing instructional materials. For smaller requests (less than \$1000), please allow **2-3 weeks** for approval and fund availability. For larger requests, please allow **1-2 months** for approval and fund availability.

**Grant money awarded can only be spent on specific application requests and within the current academic year.**

**Name:** \_\_\_\_\_ **Amount Requested:** \$ \_\_\_\_\_

**Email:** \_\_\_\_\_

**Department / Content:** \_\_\_\_\_ **Grades Impacted:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Date Needed:** (no "ASAP" please) \_\_\_\_\_

**Number of students/persons participating in and/or benefiting from the program/project/materials:** \_\_\_\_\_

**GUIDELINES:** Approval is based primarily on the following considerations:

- The impact of the program/project/materials on students and the school.
- Funding will be considered only after other potential sources of funding (e.g. department funds, fundraisers) have been pursued by the applicant.
- The ability of the project to continue without additional PTSO funds. In most cases, funding is not provided for on-going support of programs.
- Recipient must agree to submit a final report indicating the impact of the funding, if requested.
- Grant money must be spent only on specific application requests. If there is a change in the request, the PTSO needs to be notified and will review the modifications for approval.
- Grant must support and be consistent with school Myers Park's vision and goals.

The PTSO needs to keep records on how funds are spent. When completing the project narrative, *include as much detail as possible* to help us best understand your request for funding (proposals should not exceed 1 page in length).

**All grants should be sent to Dr. Maureen Furr, [maureenc.furr@cms.k12.nc.us](mailto:maureenc.furr@cms.k12.nc.us)**

For PTSO Use Only:

Decision Reached (approve or no): \_\_\_\_\_

Funding Account \_\_\_\_\_ Date: \_\_\_\_\_