**Mini Grant Overview**

Northwood PTA will offer mini-grants to teachers as a flexible source of funding for educational projects and enhancements for the school.  This program is intended to inspire innovation.  The PTA strives to promote a balanced distribution of funds and support projects throughout the school, benefiting as many students as possible.  Mini-grant awards will generally be for $100-$300, but any amount may be requested.  Special consideration will be given to group proposals by several teachers/staff for the benefit of larger groups of students.

 **Who May Apply?**

Any teacher (or team of teachers), administrator or staff member who is a member of the Northwood PTA is welcome to submit a mini-grant application.

 **What Can A Mini-Grant Fund?**

The PTA is guided by the principle that mini-grants should benefit the largest number of students possible across grade levels and subject areas.  Mini-grants are available for a variety of projects such as (but not limited to):

* books, supplies, materials and equipment
* Instructional CDs, videos, software, or electronic equipment, etc.

 **Exclusions**

Mini-grants are not available for consumable items, disposable supplies, professional licenses, or materials normally provided by Fulton County Schools.

 **Process:**

Attached please find a blank PTA mini grant application for your use.  This form can also be found on the PTA website at [www.northwoodpta.com](http://www.northwoodpta.com) under the volunteer tab.  (location will change to a form or teacher tab very soon!)

 Once you have completed your mini grant application, please make a copy for yourself.  You may submit the grant in one of two ways.  1.) Put a copy of the mini grant application (with signed approval by Principal/Vice Principal)  in the PTA box located near the teacher mailboxes.  We check this box weekly. 2.) Send your completed mini grant application to Dr. Ahuja via email (Ahuja@fultonschools.org).  and CC us via email (nwptapres@gmail.com).  After we receive the application and Dr. Ahuja has approved it, we will bring the request before the PTA executive board to approve.  This process may take up to 2 weeks.  If you have not heard from us within that time frame, please send an email to the nwptapres@gmail.com email address to follow-up.

 **Terms and Conditions:**

Requests for reimbursement or vendor payment must be arranged directly with the PTA after grant approval.  Recipients must submit receipt copies and/or official invoices for all reimbursement/purchases.  Calculate expenditures carefully, the PTA cannot fund amounts over the amount approved (include tax and shipping costs).   *Please be aware that the PTA does not have access to a credit card, therefore all grants will be funded with a check written directly to the vendor, or reimbursed with a check from the PTA.*

 Any vendor can be used for the mini-grant purchases.  All items purchased with PTA mini-grants funds will become property of Northwood Elementary school.  Grant money must be used solely for the intended purpose outlined in the grant application.  All funds must be expended during the current school year or returned to the PTA.

 We are so fortunate to have so many generous supporters of our school/PTA and this money is for our classrooms and students of Northwood.

 Thank you and please contact Shelly or Kelly with any questions at nwptapres@gmail.com.

**Shelly Wachtel & Kelly Nigro**

NWES PTA Presidents 2018-2019