



## Pleasant Hill Elementary PTA Teacher Grant Guidelines 2023-2024

- Eligibility:** Educators teaching in 4K-5<sup>th</sup> grade, related arts, and special areas at Pleasant Hill Elementary. Applications may be submitted for an individual classroom grant or for a grade-level grant. Educators may submit one individual grant application and grade-level application per year. Grant applicants must be a PHES PTA member for consideration.
- Criteria:** Please refer to the *Teacher Grant Evaluation Rubric* for detailed scoring criteria. Applications should articulate how the grant will have a positive impact on students, support innovative and creative teaching strategies, and contribute to improved student achievement.
- Amount:** **The PTA has \$2,500 available in its budget for grants this school year. Each grant request will be capped at \$500.** Partial amounts may be awarded. While every attempt is made to fund all qualifying grant requests, there is no guarantee that a grant will be funded.
- Application Process:** Grant applications are accepted on a rolling basis until March 30, 2024. Only one application may be submitted per teacher per year, but an individual can also be part of a grade-level request in addition to their individual request. The grant application form must be completed and signed by the principal. Incomplete applications will be returned. Completed and signed grant applications should be submitted to the PTA Vice President who will present the application to the PTA Board at the next monthly PTA Board meeting following submission. Each voting PTA Board member will independently score a de-identified version of the grant application using the *Teacher Grant Evaluation Rubric* for funding determination.
- Award Process:** Applicants will be notified whether the application was approved or declined within three business days of the PTA Board meeting. If approved, applicants will be responsible for providing vendor details for grant-specified purchases. The PTA will order and pay for item(s) detailed in the grant using standard PTA purchasing procedures.
- Grant Reporting:** Grant recipients will need to complete the *Teacher Grant Report* and submit to the PTA Vice President by June 1<sup>st</sup> of the award year. This form is used to provide feedback to the PTA regarding the status of grant deployment, including effectiveness and student impact.



### PHES PTA Teacher Fund Requests

The PHES PTA is proud to support our teachers through faculty development fund requests and teacher grants. Teachers who are PHES PTA members are eligible to request faculty development funds and/or apply for a teacher grant by completing this form and submitting to the PHES PTA mailbox. Please note that while every attempt is made to fund requests, funding is not guaranteed.

Type of Fund Request:  Faculty Development Funds  Teacher Grant Application

#### Faculty Development Fund Request

Teachers may request funds for conferences, workshops, and professional training directly related to faculty development. Travel, lodging, and meal expenses are not eligible for funding.

Teacher Name and Grade/Related Arts: \_\_\_\_\_

Conference/Workshop: \_\_\_\_\_

Date of Conference/Workshop: \_\_\_\_\_ Amount Requested: \$\_\_\_\_\_

Conference/Workshop Focus and Anticipated Benefit:

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principals' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----To be Completed by PTA Board -----

Date Received: \_\_\_\_\_ Status:  Approved  Declined

Comments:



**PHES PTA Teacher Grant Application  
2023-2024**

**Please see the *Pleasant Hill Elementary PTA Teacher Grant Guidelines* before completing this application.**

Teacher Name/Team: \_\_\_\_\_

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

Application Type:  Classroom  Grade \_\_\_\_\_  Related Arts/Specialty \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Funds to be used towards (select all that apply):

Disposables/Supplies  Equipment  Technology  Other \_\_\_\_\_

Number of students served by this grant: \_\_\_\_\_

Will items purchased through this grant also be used in future years?  Yes  No

Please attach a **brief** overview of the grant proposal\*. This should include:

- The purpose of the project and its alignment with the mission of the school and PTA
- Materials needed, preferred vendors, and costs. Include any other sources of funding received for project (if applicable)
- The project’s importance to the quality of teaching/learning and how it incorporates innovative or creative teaching strategies
- Collaboration between classes, grades, and/or related arts to increase student reach
- How it will enhance the current curriculum, student learning, or student life at PHES or address a specific deficiency
- Implementation timeframe
- Project sustainability (i.e., value of project to future students)

\*Please review the *Teacher Grant Evaluation Rubric* for full list of evaluation criteria. Place completed application and any supplemental material(s) into the PTA mailbox.

Principals’ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----**To be Completed by PTA Board**-----

Date Received: \_\_\_\_\_ Status:  Approved  Declined Grant Number: \_\_\_\_\_

Comments: