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Grant Guidelines

The Mary Lin PTA Grants Committee was formed to encourage and fund innovative teaching programs and activities at Mary Lin. Grants are made available from excess annual budget revenue and are made to enhance programs, materials and capital costs that further the mission and goals of the Grants Committee.

Mission: PTA grants will be used to offer programs and activities that will enrich the development of the whole child and enhance Mary Lin's interaction with its families, staff and community.

Grant Goals: Grants will be awarded based on how well they will:

- ✓ Enhance instruction
- ✓ Enhance the learning environment
- ✓ Effect positive changes in students

Guidelines:

- ✓ Applications will be accepted in the fall and winter of the school year.
- ✓ Requests must be a minimum of \$100.
- ✓ All PTA members (teachers, staff, parents) are eligible to submit grant requests.
- ✓ Grants are contingent upon the funds available.
- ✓ Grant projects must be completed within the PTA fiscal year that they are awarded, (July 1– June 30).
Awardees may request an extension from the PTA Treasurer if necessary. Such requests must be made in writing prior to the end of the fiscal year.

Deadlines:

FALL

Grant Request Submitted	November 15th,
Grants Awarded	Following December PTA Membership Meeting
Funds dispersed	Upon grantee's request

WINTER

Grant Request Submitted	February 15 th
Grants Awarded	Following April PTA Membership Meeting *
Funds dispersed	Upon grantee's request

* Winter grants may be awarded earlier depending on availability of funds.

Selection Criteria: Proposals must clearly state the need for the project, the proposed methods, anticipated outcomes, sustainability and integration into the curriculum. They must include a timeline for implementation, and budget. Projects are ranked according to the following:

- ✓ Quality of the project
- ✓ Number of students reached
- ✓ Clearly stated purposes and goals,
- ✓ Project sustainability,
- ✓ Innovation,
- ✓ Support of the Mary Lin Grants Committee's mission and goals.

Please use the grant request form to submit your entry. Attach additional pages if needed. All requests MUST be signed by the principal prior to submission. Proposals can be mailed to the PTA Grants Committee Chairperson, c/o Mary Lin Elementary or left in the Grants Proposal box in the front office. Proposals received after the deadline will not be considered.