



## **WGHS PTSO Teacher Mini-Grants**

The purpose of PTSO Mini-Grants: serve as an alternate funding source for staff of Western Guilford High School. Requests can be made in amounts up to but not exceeding \$250.

The following criteria will be given priority:

- Proposals which impact the greatest number of students at WGHS
- Proposals which support the WGHS curriculum and school improvement plan
- Proposals which show collaboration across department, grades and subject matter

### Details:

1. In order to apply for a mini-grant, staff members must be a WGHS PTSO Member in current standing (i.e. paid membership for current school year).
2. If approved, requests will be funded after purchase and receipt turn in to PTSO Treasurer.
3. If a request is made on behalf of an entire department, all staff included in the request must be 2019-2020 PTSO members; this is non-negotiable.
4. The WGHS PTSO Executive Board will evaluate all requests.
5. Voting on mini-grant proposals will be by closed ballot at the October (1st Semester grants) and February (2nd Semester grants) general board meetings. Only PTSO members in current standing will be allowed to participate in the voting process.



6. A deadline for using funds will be determined by the WGHS PTSO Executive Board - awarded funds must be spent by established deadline or they will be forfeited.
7. All receipts must be submitted to the PTSO Treasurer before deadline.
8. Requests will not be carried over to the next year's PTSO budget.

**\*Please do not submit requests for the following: field trips, practice exam/certification exam fees, professional conference fees, or requests that could be funded from other sources.**

\*Group competition funding requests will be limited to registration fees only.

\*Notification of acceptance/denial of mini-grant proposal will be conducted via email no later than 48 hours after October or February General Board meeting.

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Mini-Grant submissions may be completed on-line via our PTSO website under the For STAFF tab - look for the applicable link. If you'd prefer to submit a hard copy please contact us at [wghsptso@gmail.com](mailto:wghsptso@gmail.com). Please keep all dates in mind, as submissions received after deadlines (or before grant "window" opens) will not be accepted.

**\*2019-2020 Mini-Grant Deadlines\***

**1st Semester:**

- Submit application (preferably online) prior to 5pm on Sept 30th
- Turn in receipts no later than 5pm on October 18th
- Mini-Grant window opens Sept 3rd
- Application window closes 5pm on Sept 30th

**2nd Semester:**

- Submit application (preferably online) prior to 5pm on Jan 24th
- Turn in receipts no later than 5pm on Feb 14th
- Mini-grant window opens Jan 1st
- Application window closes 5pm on Jan 24th



















