



Hampton Cove Middle School PTA Grant Program

The HCMS PTA invites teachers to submit proposals for grants of up to \$1500.00 each to fund learning opportunities & projects not otherwise covered by the school district. HCMS PTA grants are separate and distinct from PTA gifts to the school and are intended to foster classroom innovation and enrichment opportunities that strengthen, broaden, or deepen the students' classroom experiences.

Grant money will **NOT** be available for: administrators, non-sanctioned sports teams or groups, or CE for educators

HCMS PTA grants may be used for things such as: (these are examples and funds are NOT limited to the list below)

- a) Honorariums
- b) Materials for special programs or projects
- c) Art supplies
- d) Field Trips
- e) Equipment that will be school property once purchased

Grant Application Process

1. **Approval for your project must be obtained from the Principal before submitting to the PTA for review and consideration.**
2. Once approved by the principal, the requestor must submit a written proposal to the HCMS PTA President for consideration and a decision will be made by the HCMS PTA executive board members.
3. There is **NO** restriction on the number of proposals an applicant may submit. Each will be evaluated individually on its own merit.
4. If approved, original purchase orders, invoices, and/or receipts must be submitted to the HCMS PTA Treasurer with a check request form filled out and marked **HCMS PTA GRANT**.
5. 45 day window—Fall and Spring Grant application process (Rolling submissions will be considered.)
6. Proposals should be no longer than two typed pages and follow the format listed below. Text may be pasted into the body of an email and emailed to the PTA President at: hcmspta@live.com.

HCMS Grant Proposal Format

Project Title:

Date:

Applicant:

Grade(s) and Subject Taught:

Pre-Approved by Principal: yes or no

1. Amount of money being requested and how it will be spent.
2. Summary of the project and its proposed educational benefits to the students, including how many students and the grade that will be impacted.
3. Summary of any continuing obligations or expenses, if any.
4. Timeline
5. Answer to the following question: Will you be able to finish your proposed project if we are only able to partially fund your request?
6. Other considerations, if any
7. Follow up report is required of how funds were spent or are being spent within 60 days of receiving funds.

***** There will be a 45-day approval/disapproval time frame from when grant application is submitted.**

*****Amount of grant money available is subject to change based on funds available each school year.**

*****Any non-consumable items purchased with this grant money are the property of the PTA/School and not of the person submitting the grant. In the event the original submitter should leave HCMS, all funds and non-consumables should remain at the school.**