

Wheaton Teacher and Staff Grant Program
INSTRUCTIONS & APPLICATION
2019 - 2020

Sponsored by the Wheaton PTSA ♦ 12401 Dalewood Drive, Silver Spring, MD 20906

*Wheaton High School Parents, Teachers, and Students -
Working Together, We Make a Difference!*

TEACHER AND STAFF GRANT PROGRAM 2019-2020

The Wheaton PTSA Teacher and Staff Grant Program is proud to offer financial assistance to enterprising teachers and staff to enhance the class curriculum and make learning memorable for students. As this is a new Wheaton HS PTSA initiative, we anticipate starting small and building the program in the future.

Two categories of Teacher and Staff Grants will be awarded this school year:

- Small-Scale Teacher and Staff Grants (up to \$150): Grants that benefit at least one school department or program, or a student group or club
- Mid-Scale Teacher and Staff Grants (\$150 to \$400): Grants that provide a general benefit to the school as a whole, or a benefit expected to affect at least 100 students

The School Business Administrator, Sandy Spruill, and Principal Dr. Debra Mugge will review Teacher and Staff Grant applications to ensure the integrity of the requests and that the applications are consistent with the objectives of the school mission. The point of contact at school is Sandra_J_Spruill@mcpsmd.org. After review by the school, the Teacher and Staff Grant applications will then be forwarded to the PTSA Mini Grants Committee. Proposals will then be evaluated on the basis of how they best support students and school enrichment.

Submission Guidelines

1. Please submit applications electronically to the School Business Administrator, Sandra_J_Spruill@mcpsmd.org, as a Microsoft Word attachment. Put “Teacher and Staff Grant Program” in the subject line of your email. All submissions will be acknowledged.
2. We accept proposals for mini-grants throughout the academic year starting on December 15th 2019. Please submit applications at least six weeks before the funding is needed to allow time for evaluation. Recipients will also receive notice of the award in writing.
3. Receipts or invoices for expenditures will be required to receive reimbursement. The reimbursement form will be provided upon request and is available on the PTSA webpage, <https://wheatonptsa.org>.

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STAFF GRANT PROGRAM APPLICATION

1. Name:
2. E-mail address:
3. Are you a teacher or staff member? Teacher Staff member
4. Are you requesting a small-scale or mid-scale grant? Small-scale Mid-scale
5. Amount requested:
6. Name or title of proposed project/activity:
7. Approximate start & end dates:
8. Describe the project/activity.

9. Describe the class, club or student group this project will serve and the approximate number of students who will benefit.
10. Describe how the project will benefit the students or school community. Please include a description of how you will measure the project's success.

11. Will the project happen with partial funding? Yes No
12. If partially funded, what is the minimum grant necessary for the project?

13. Please include a cost estimate and brief itemization of how the money will be spent (be specific). Also, please indicate how these expenses will be documented.

14. Additional comments: Please include any additional information that will help explain how this grant will benefit the school or student body.

When finished, submit this form electronically to: Sandy Spruill, School Business Administrator, Sandra_J_Spruill@mcpsmd.org.