



The PTSA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

**PTSA Grant Application Guidelines
(updated 8/2025)**

Description: To support our teachers, staff, and students, the PTSA is pleased to provide grants for professional development (PD), instructional tools and services, and club needs that align with PTSA's mission and have the greatest and most significant effect for MPMS students. Most favorable grant applications include requests for tools and services that:

- Have the potential to enhance the curriculum and educational experience for as many of the applicant's students as possible,
- Are for fees and materials associated with the PD opportunity (travel, lodging, and meal costs are not eligible),
- Enhance the curriculum by providing additional relevant educational experiences and/or further improve the quality of the learning environment for students,
- Are of a durable nature for continued use over multiple school years, but non-durable items will also be considered,
- Are not easily donated by classroom parents (such as general office supplies), and
- Could not or would not be provided by MPMS or WCPSS.

All tools and services purchased/reimbursed by MPMS PTSA should be considered the property of MPMS or MPMS PTSA and should remain as such should the grant applicant(s) leave MPMS. Grants are only awarded for costs incurred during the current budget year (July 1-June 30).

Eligibility: MPMS Teachers and Staff who are members of the MPMS PTSA

Award:

Professional Development: Up to \$250 per teacher, per budget year (July 1-June 30).

Instructional: Up to \$150 per teacher, per budget year (July 1-June 30).

Club: Up to \$150 per Club, per budget year (July 1-June 30).

****** These individual limits may be increased depending on the budgeted fund availability during the last quarter of the school year.

Award Process Timeline: Applications may be filled out at any time and will be reviewed monthly. Please return the completed form to the Lead Secretary for the Principal's approval. Upon approval by the Principal, the grant application will be forwarded to the Grants Committee for review and approval. The Grants Committee will then present the application to the PTSA executive board for final approval and the release of awarded funds to the primary contact listed on the application.

Award Criteria: New grant applications are reviewed monthly, beginning in September, and are ranked using the criteria explained in the Description section. Grants are then awarded from highest to lowest ranking until grant funds for the current school year are exhausted.

Required Documents: Because PTSA funds are for reimbursement only, please include appropriate original legible receipt(s) with the completed Grant Application form. If the application is not accompanied by receipt(s), grant recipients will have six weeks from notification of the award to submit receipts before the award is relinquished.



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PTSA GRANT APPLICATION

APPLICANT'S NAME: _____ DATE: _____

EMAIL: _____ PHONE NUMBER: _____

THIS GRANT REQUEST IS INTENDED TO BE USED FOR (check one):

Professional Development _____ Instructional Materials _____ Club Needs _____

PURPOSE OF GRANT (please include information about the professional development opportunity, tools and/or services sought and a brief explanation about how they will be used to enhance your curriculum):

GRADE(S) IMPACTED: _____ NUMBER OF STUDENTS: _____

DATE FUNDS NEEDED: _____ AMOUNT REQUESTED: _____

Contact: For questions, please contact: grants@mpmsptsa.org.

*****FOR BOARD USE ONLY*****

Principal Signature for approval: _____

Date Grant Application Received by PTSA: _____

PTSA Grant Committee Recommendation: Approve/ Table/ Deny Date: _____

PTSA President's Signature: _____

Date of Reimbursement Check: _____

Check Number: _____