**LOUISE ARCHER ELEMENTARY SCHOOL PTA**

**Mini-Grant Application**

**Submitted By**: Click or tap here to enter text.

**Email**: Click or tap here to enter text.

**Total Amount Requested**: Click or tap here to enter text.

**Please describe the proposal in the space provided below or attach a description.**

Click or tap here to enter text.

**How will this proposal enrich the educational experiences and/or well-being of students?**

Click or tap here to enter text.

**Please provide a detailed budget listing specifically how the granted funds will be spent.**

Click or tap here to enter text.

**Number of students impacted and approximately how many years of students will benefit.** Click or tap here to enter text.

**Please provide a timeline for this proposal, including when funds will be spent and when students will begin to benefit.** Click or tap here to enter text.

***Please see the next page for the Mini-Grant Program Guidelines. By submitting your request, you agree to the grant terms and conditions.* If you have any additional questions, please email Cathy Chen at** **minigrants@louisearcherpta.org****.**

**Signature**: Click or tap here to enter text.

**Date**: Click or tap to enter a date.

**LOUISE ARCHER ELEMENTARY SCHOOL PTA**

**Mini-Grant Program Guidelines**

The PTA is offering grant funding to teachers and staff to enrich and enhance the educational experiences and well-being of Louise Archer students, to support teachers in their creative and innovative thinking, and to provide a critical link between the PTA and the school. The Mini-Grant Program is made possible solely by the fundraising efforts of the PTA. Each year the PTA budgets a certain amount of the proceeds for the Mini-Grant Program.

All teachers and staff are encouraged to submit a grant request. Teachers and staff may apply individually or collaboratively. Applications are considered and awarded on the basis of creativity, universality (in terms of number of students served), and educational benefit. The goal of the program is to benefit as many students as possible. Therefore, preference will be given to proposals that benefit students in multiple classrooms or students in the same classrooms over multiple years. Grants can be used to enrich classroom learning, support cultural arts program, field trips, technology enhancements and items and activities that benefit a large number of students. Funding requests should not be for any materials, projects, or experiences already funded by Fairfax County Public Schools or through any other means.

The first round of applications for these grants will close on **Friday, October 28th, at 5:00 pm**. Electronic submissions are preferred and should be emailed to the PTA Mini-Grant Chair at minigrants@louisearcherpta.org. Applications are reviewed by the Principal, the PTA Executive Committee, the PTA Mini-Grant Chair, and parent volunteers of the PTA. Notifications of awards will occur within 2 weeks of the application deadline. A second round of applications is planned for the end of the second quarter.

All funds are to be used promptly to benefit the students during the school year in which they are awarded. Teachers and staff who are awarded grants will be required to purchase materials through the PTA Amazon Business account and/or submit receipts with the appropriate PTA disbursement form to the PTA Treasurer within 60 days of the award date unless the PTA approves other arrangements.

Materials purchased through the PTA Mini-Grant Program become the property of Louise Archer Elementary and must remain at the school if the teacher or staff should leave.

Past Grant Award Examples:

One-click mice Makey Makey STEM class kits

Wipebook Flipchart Jamestown Outreach Program

Mini golf equipment Privacy shields for testing

Books for book clubs and class libraries Holiday music sheets

Diversity and equity books for the library Wobble stools and flexible seating

New carpet for classroom Whiteboards

*The Louise Archer Elementary School PTA thanks you for your participation in this program, and for all the careful and creative thought and hard work that your application represents. Our school is enriched by your efforts and dedication.*