

First grant application due date... Monday, October 15<sup>th</sup> at 8:30am.

## Excellence in Education Grant Application Process

Each school year, our Prairie PTA allocates funds for teachers, staff and when applicable even students to submit applications for the Prairie Excellence in Education Grants. These grants must be educational, directly impact student learning, and be planned for immediate use. All materials purchased with grant money are the property of Prairie and may be shared with all Prairie teachers and staff where applicable.

Excellence in Education Grant applications will be reviewed by the PTA Executive Board at their board meetings **on the third Thursday of each month**. Grant applications must be submitted **by the Friday before each board meeting** (see the 2018-2019 schedule of board meetings below).

Please follow these steps when submitting a grant application:

1. Complete the Excellence in Education Grant Application with *as much detail as possible*. These forms will be emailed to all teachers and staff.
2. Make sure your grant application includes the following (these are the criteria the PTA Executive Board will use when reviewing the applications):
  - A good description of what is being requested and how it applies to Prairie students.
  - How the requested item directly impacts student learning.
  - A brief description of how you plan to immediately implement this item or continuing education request.
3. Submit your hard copy grant application to the PTA mailbox in the office. If you would rather complete your application electronically, email your grant application to Jessica Brown or Tricia Stephens (see below). Jessica or Tricia will reach out to you once the PTA board has met.

To ensure we are exercising due diligence with our PTA funds, the Executive Board may request additional information and grant requests could be fulfilled in another way.

If a student comes to you with an idea for enhancing Prairie's educational experience, they may apply for a grant. Any student driven grants must be sponsored by a Prairie teacher or staff member. The same grant process must be followed, however, students can use their creativity in presenting their idea to the board as long as each component of the grant application is included.

If you have any questions at all, please contact Jessica Brown at [jayhawkjc@me.com](mailto:jayhawkjc@me.com) or Tricia Stephens at [triciastephens13@gmail.com](mailto:triciastephens13@gmail.com). We're excited to be able to support all of you!

### Executive Board Meeting Schedule

October 18, 2018

November 15, 2018 (grants due Nov. 10)

December 20, 2018 (grants due Dec. 14)

January 17, 2019 (grants due Jan. 11)

February 21, 2019 (grants due Feb. 15)

March 21, 2019 (grants due March 8)

April 18, 2019 (grants due April 12)

May 16, 2019 (grants due May 10)