

Chantilly High School PTSA
Instructions for Teacher Grant Application

Deadline: May 1, 2019

The PTSA is pleased to offer a grant program to the faculty and staff of Chantilly High School. Grants are monetary awards for special projects that will enhance and support teaching in the classroom.

Grants may be used to purchase supplemental materials, additional supplies, books and equipment. Books, software and other permanent instructional materials and equipment purchased with PTSA funds become the property of Chantilly High School.

Teachers must be members of the CHS PTSA to apply for a grant. Forms are available at www.chantillyhsptsa.org.

The maximum grant is \$400.

Application process:

1. Complete the application form.
2. Give the completed application to Principal Poole for approval.
3. Submit the completed and approved grant application form by addressing it to: President CHS PTSA and depositing it in the PTSA mailbox in the main office. Please also email president@chantillyhsptsa.org to let him know your application has been submitted.

Applications will be reviewed at the PTSA meeting following receipt of the application. Meetings are held on the second Tuesday of each month. You will be notified of the decision via email within a few days after the meeting.

Invoices and receipts are required for all reimbursements. Checks can be written directly to vendors, as well.

Chantilly High School PTSA: Teacher Grant Application

Application due May 1, 2019

Name: _____

Email: _____

Subject(s) taught: _____ Grade(s): _____

Amount requested: \$ _____ (maximum of \$400/year)

Date Needed: ____/____/____ Payee of Check: _____

Briefly describe your proposal or include attachment with description:

Detail cost of proposal. Include attachment from an outside source which substantiates the cost of the item/class:

Teachers must be CHS PTSA members to apply for a grant. Membership forms available at www.chantillyhsptsa.org. You may include the form with this application.

CHS Principal's Approval: _____ Date: ____/____/____

***** **PTSA Action** *****

Decision: Approved _____ Denied _____ Amount approved: \$ _____

PTSA President's Signature: _____ Date: ____/____/____

Treasurer Use: Date Paid: ____/____/____ Check #: _____