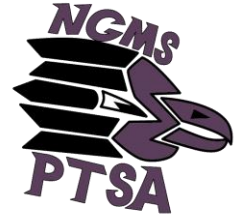


From: Northern Guilford Middle School PTSA Mini-Grants Committee

To: Faculty and Staff
PTSA Board of Directors
NGMS PTSA Members



Re: 2018-2019 Mini-Grants

With the success of the NGMS PTSA fundraising campaign, NGMS PTSA is offering Mini-Grants to support Northern Middle and its students. Teachers, staff, parents, and students may apply for a PTSA Mini-Grant. **You must be a NGMS PTSA member in good standing in order to apply for a grant.**

The guidelines used to select projects to be funded by Mini-Grants are set forth below:

- All requests must be submitted on the Mini-Grant Request Form e-mailed to all faculty and staff and the PTSA Board (also available on the PTSA webpage or in the front office). Return the completed request form via email to blalock@triad.rr.com or put it in the PTSA mailbox (in the Mini-Grant folder) **NO LATER THAN Friday, September 28, 2018.**
- A committee comprised of Mrs. Ellis (Principal), Mr. Auman (Assistant Principal), Mrs. Blanchette (School Treasurer) and the PTSA Officers will evaluate all requests.
- Priority will be given to projects that meet the following criteria:
 1. Impact the greatest number of students
 2. Have marked potential for future and long-term use
 3. Support curriculum and the school improvement plan
 4. Engage students in active, “hands-on” learning
 5. Show collaboration within a specific department, grade level, or subject matter
- In addition to the written request, a presentation time may be scheduled if the committee has additional questions about a request. If a presentation is requested, physical examples or visual aids may be shown to help clarify individual requests. Presentations should be 5 to 10 minutes long. We will inform you if a presentation is requested.
- The committee will consider all funding requests. Upon approval by the voting members of the committee, funding will be available for the approved projects.
- All approved Mini-Grants must be processed and paid in full by April 30, or they will be considered void and will no longer be eligible for payment or reimbursement. **Requests CANNOT be carried over to next year’s PTSA budget.**
- Requests that will not be considered for approval include field trips, single class projects, salaries (i.e. substitute teachers, bus drivers, etc.,) club registration fees, or requests that could be met through other funding resources.
- Per PTSA standing rules, PTSA checks are to be used for purchases \$250+ or obtain prior approval from PTSA treasurer.

Thank you for your support and cooperation.

Amy Blalock
NGMS PTSA Mini-Grants
blalock@triad.rr.com