

Falls Lake Academy PTA

Classroom Grant Process + Rules

How Do I Submit

Teachers should complete the **Classroom Grant Application Form** and drop off in the PTA mailbox by the identified deadline.

When Do I Submit

There are 3 selection periods each year. Grants that are submitted late will not be considered for the selection period missed. If the selection period was missed, the grant can be re-submitted for a future selection period.

Now What

Each **Classroom Grant Application Form** will be reviewed by Amy Hobgood for practicality before the PTA Board receives them for review/approval.

The PTA Board will review the approved applications at a special meeting within **3 weeks** of the submission deadline. The special meeting scheduled date will be posted on the PTA website under Teacher Grants.

Teachers (or a designee) will be notified via e-mail if a special PTA Board meeting is required to discuss their grant request and address any questions the PTA Board may have.

The PTA Board will decide to allocate the funds to one or more grant proposals based on the Board's opinion of the best use of the funds after the special meeting.

** The PTA Board will decide how much of the classroom grant budget will be allocated for each grant period (this amount may vary).*

Was My Grant Approved

All applicants will be notified with the PTA Board's decision via e-mail.

If the grant was not approved, the grant can be re-submitted for a future selection period if not selected initially.

Purchases

All items purchased with the classroom grant funds must be purchased in the current school year.

Teachers will need to fill out a purchase order, following standard process, and the PTA will pay the school. The school will then pay the vendor.

All items purchased with the classroom grant funds will be the property of Falls Lake Academy.