

What is the RHE PTSA:

The PTSA is a separate non-profit organization from schools that is member driven. The mission the RHE PTSA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Why does RHE PTSA grant funds:

RHE PTSA currently has budgeted \$3,000 for this school year to support RHE classrooms and staff members by providing supplemental funding for programs and activities that will advance student learning and/or enriches the school environment.

How can grant funds be requested:

- Any RHE Staff member may apply by completing the [Mini-grant application](#) and submitting it to the Principal for initial review. This form is located on the [Staff Resources page](#) on the RHEPTSA.org website.
- The RHE PTSA executive board will review the requests and present their recommendations to the board.

Selection Criteria:

Funding is available for needs including but not limited to equipment, activities or projects which:

- Have specific uses, objective and goals that are aligned with the PTSA mission, LWSD's curriculum and grade level targets and which complies with LWSD and RHE guidelines and objectives.
- Strengthen/enrich academic or social performance.
- Directly involve students as much as possible.
- Cannot be funded partially or completely by other sources, including department/building budget, fundraising, or outside grants (LWSF, Rotary, etc). This is important. Please try to investigate other funding sources wherever possible.
- Include a completed application that includes outlines budget items and clear explanation of the need.
- Priority is given to grants that affect the highest number of RHE students.

Please note that while it is acceptable to base your application on a previously funded grant, submittal of a replication grant does not guarantee funding. Each grant application will be considered on its own merits during each grant cycle.

Non-fundable items:

- Money spent on programs, activities or supplies prior to grant award
- Teacher salary or release time
- Transportation expenses
- All unused grant funding must be returned in the form of a check made payable to the RHE PTSA

When will I know if my funding request is approved:

Once the board reviews the recommended grants, they will then inform the requestors via email of the approval or denial. The board will also send the school manager the approval. This will likely be communicated in 1-2 weeks but may take up to a month given our Board Meeting cadence.



Rose Hill Elementary PTSA 2017-18 Mini-Grant Application

Date: _____ Amount Requested: \$ _____

Project Title: _____

Applicant Name (s): _____

Grade Level/Dept: _____ Number of students impacted: _____

Time Frame: One-Time Permanent Add to yearly budget

1. Briefly describe the purpose of the project and why it is important:
2. How does this project connect with district learning curriculum?
3. Total budget for project: (be specific, listing items to be purchased along with any installation/maintenance costs, and attach bids)
4. If the grant is approved, does the item(s) require maintenance? And, if so, please explain how that will be accomplished:
5. Is this something that the district can provide?
6. What other resources have been investigated for funding this project, including other grants, target fundraising, or donations? (There could be other grants that would be funded sooner or for more money than the PTSA can do.)
7. What will happen if funding is not provided?

After you've reviewed this with Mrs. Hodges, e-mail your completed Mini Grant application to:
rheptsapres@gmail.com

Principal's Review	
Initials:	Date: