



Dear John Read Middle School Faculty and Staff:

The John Read Middle School PTA is excited to continue the JRMS Grant Program for the new academic year. Grant funds may be requested for programs, projects and activities that fall within the scope of the school curriculum. Grant Program funds are generated and dependent upon the success of PTA fundraising at times will increase or decrease accordingly. However, we endeavor to budget \$2,000 annually toward the program. Individual grants are limited to \$200 maximum per staff member (multiple grants, not exceeding \$200, may be submitted by an individual staff member). For special projects, staff can pool grant requests for consideration of larger expenditures.

Please submit completed Grant Application Forms, which have first been reviewed and signed off by the Principal, to the Grant Committee and/or PTA Executive Board for review. Completed applications may be left in the PTA mailbox in the school office or emailed to JRMSptainfo@gmail.com.

Eligibility Criteria:

- Applicant must be a current member of the PTA.
- PTA Membership registration link: jrmspta.membershiptoolkit.com
- The program, event, or purchase funded must be relevant to the curriculum or enhance new curriculum goals or a school-related club or activity.
- Grant funds may not be used toward PTA-sponsored programs.
- Grant funds must be used for requested purpose and not re-directed to supplement other programs, classroom endeavors or field trips.
- Some funding decisions may be at the ultimate discretion of the Redding Board of Education.
- Funding for gift certificates is not permitted.

Guidelines and Process:

- Grant funding in effect September through May of the current school year or as funds remain available.
- Staff members can apply for a grant of up to \$200 for the current academic year.
- Staff members can join together to pool their grant request (each applicant must be a PTA member) for larger grant projects.
- Grant Application forms with Principal's signature should be submitted with sufficient time for the review process.
- Applications will be reviewed and awarded by the PTA Executive Board and announced at PTA meetings and in PTA correspondence.
- Awarded Grants will be issued payment either directly to a vendor or by check reimbursement to a staff member; staff members should submit an itemized, detailed receipt with the attached Reimbursement Request within 30 days of the expenditure.
- The Executive Board has the right to refuse a Grant Application if it does not meet specified criteria.

We look forward to working with you on this program and thank you for your continued support of our PTA!

Sincerely,

The JRMS PTA Executive Board

GRANT APPLICATION

Applicant Name(s) with contact telephone number and/or email address:

Amount Requested: _____

Date funds are needed: _____

Program/Purchase Description: Briefly outline your ideas and explain how the grant will be used:

How will your students benefit from this program?

How many students will be impacted by this program? _____

Is there anything else the Committee should consider in evaluating your request?

Principal Approval Signature: _____ **Date:** _____

REIMBURSEMENT REQUEST

DATE: _____ AMOUNT: _____

NAME: _____

ADDRESS: _____

COMMITTEE/EVENT DESCRIPTION: _____

DESCRIPTION OF PURCHASE(S): _____

**REIMBURSEMENT REQUESTS MUST BE RECEIVED NO LATER THAN
JUNE 15 OF THE CURRENT SCHOOL YEAR.**

PLEASE ATTACH ALL RECEIPTS TO THIS FORM BEFORE SUBMISSION.

Attn: JRMS PTA Treasurer