



## **WRSHA Staff Grants** **Money Available ~ Apply Today!**

We are now approving WRS HA Staff Grants twice a year. **There are two deadlines for submitting applications:**

**November 15, 2017 and March 16, 2018**

The following information should answer any questions you may have when applying for a WRS HA Staff Grant. Once you have read the information and your request fits the criteria, please fill out the attached application and follow the submission instructions.

You may leave a hard copy in the Teacher Grant folder, found in the WRS office, or email the application to Jennifer Greenwald, WRS HA Recording Secretary, at [recsec@wrsha.org](mailto:recsec@wrsha.org). E-mail is preferred!

### Criteria for Grant Approval:

- Grant request should enhance or add to the school curriculum
- A repeat request for a grant will only be considered if other attempts have been unsuccessful (i.e. parent or business donations).

### Dates for Approval Process:

#### *First half of the year submissions:*

- All requests must be submitted **on or before November 15, 2017**.
- No more than half of the grant committee budget will be spent on grant requests received on or before November 15.

#### *Second half of the year submissions:*

All requests must be submitted **on or before March 16, 2018**.

### Once grant requests are received, the following will take place:

- Executive Board members will be contacted to review.
- Executive Board will make the final decision to approve or reject the grant requests. ***Requests received on or before November 15, 2017 will be decided upon by November 27, 2017. Grant requests received on or before March 16, 2018 will be decided upon by March 26 2018.***
- Applicants will receive notification via email explaining the decision(s) regarding their grant request(s).
- If grant request is time sensitive and funds are required prior to the decision dates noted above, please identify that requirement in the application for the Executive Board to take into consideration.
- If grant request is approved staff should use the WRS HA tax-exempt form when making purchase(s).
- Requests for reimbursements will be submitted by completing the WRS HA Treasurer Form along with receipt.

Any further questions can be addressed to the WRS HA Executive Board.

### *Examples of previously approved WRS HA Staff Grants:*

- *Ogosport Disc Mini Class Pack and Team Relay Puzzles to enhance Physical Education classes.*
- *Mirrors for 4<sup>th</sup> grade self-portraits drawn in Art.*



**2017-2018 Staff Grant Application**

Faculty Member(s) Name \_\_\_\_\_

Date \_\_\_\_\_

Grade \_\_\_\_\_

Amount Requested \_\_\_\_\_

Date Required \_\_\_\_\_

Item(s)/Materials(s) Requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What project will this material support?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this purchase enhance the curriculum?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you anticipate funding in future years? \_\_\_\_\_

Faculty Member(s) Signature \_\_\_\_\_

Faculty Member(s) E-mail Address \_\_\_\_\_

