



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

We are now approving WRSOA Staff Grants twice a year. **There are two deadlines for submitting applications: November 14, 2019 and March 12, 2020.**

The following information should answer any questions you may have when applying for a WRSOA 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 Jenny Greenwald, WRSOA Corresponding Secretary, at grants@wrsha.org. Email 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 14, 2019.**
- No more than half of the grant committee budget will be spent on grant requests received on or before November 14, 2019.

Second half of the year submissions:

- All requests must be submitted **on or before March 12, 2020.**

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 14, 2019 will be decided upon by November 27, 2019.
Grant requests received on or before March 12, 2020 will be decided upon by March 26, 2020.
- Applicants will receive notification via email explaining the decision regarding their grant request.
- 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 WRSOA tax-exempt form when making purchase(s).
- Requests for reimbursements will be submitted by completing the WRSOA Treasurer Form along with receipt.

Any further questions can be addressed to the WRSOA Executive Board.

Examples of previously approved WRSOA Staff Grants: Magnatiles, one year subscription to spellingcity.com, Learning Without Tears materials, books, rug, and sensory table.



2019-2020 Staff Grant Application

Faculty Member(s) Name _____

Date _____

Grade _____

Amount Requested _____ (Please use Tax Exempt form, as we don't reimburse for sales tax)

Date Requested _____

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) Email Address _____

