

DISTANCE LEARNING GRANT DIRECTIONS

2020-2021 Distance Learning Grant Introduction

The PTA is excited to offer resources and support to assist faculty and administrators with Distance Learning needs. The technology or equipment applied for as a Distance Learning grant need not be as cutting edge as items that would typically qualify for Ventures in Education funding. Instead, applicants must demonstrate how the items would assist them with providing Distance Learning in a fully remote or hybrid learning environment. Please note that the GHS PTA budget does **not** cover items that would regularly be covered by the GPS education budget.

Recognizing that there may be more immediate needs for Distance Learning grants, we will be considering these applications on a rolling basis beginning immediately.

Directions for 2020-2021 Distance Learning Grant Request Form

The GHS PTA Allocations application process for submitting a request to the GHS PTA Allocations Committee is completely digital. This process makes it easier to submit a request, and allows for more efficient tracking of submissions. **Please review the directions below to submit a request for consideration by the committee.**

FORM:

- The Distance Learning Request form is an auto-fill form. Simply place your cursor in a shaded box to key in the information necessary for the request.
- RENAME the form.
 - Save the form with a filename that is your first initial immediately followed by your last name, placed immediately before the original name of the form.
 - For example, if Ralph Mayo were to submit a form, the file name would read **RMayo202021_DISTANCE_LEARNING_GRANT_REQUEST_FORM.doc**.

SUPPORTING DOCUMENTATION:

- Your Submission **must** include supporting documentation to provide additional important information relating to your request. Examples include: a website page, photos of an item, a copy of a page from a catalog not available online, pricing information or an estimate from a vendor. Requests should be **both compelling and cost effective**.
- **Web Page:** Information available online can be relayed by including a specific page's URL in the body of your submission email.
- **Other hard copy sources:** These items need to be scanned and attached as a PDF to your submission email. The Media Center can be of aid in scanning items, if needed.

APPROVALS:

- **All requests require Department Head approval before submission.** Once completed, email your request and all supporting documentation to your department head. If approved, your department head should then forward the request and all attachments to us at Ventures.Ed@ghspta.org.
- In addition, please forward an electronic copy of any requests involving technology to Laura Jean Waters (laurajean_waters@greenwich.k12.ct.us) and Anthony Brenna (anthony_brenna@greenwich.k12.ct.us). They will provide feedback to the applicant or Ventures in Education Coordinator as necessary.
- **Please make sure to obtain necessary approvals!** We cannot consider a request without approval.

DEADLINE:

- Distance Learning requests will be considered on a rolling basis beginning immediately. We will try to give you our decisions within two weeks of receipt of your application after our review and approval process has been completed.
- Ventures in Education requests will be considered through a separate process this Fall.
- Request Forms and these Directions may also be found on the GHS website under PTA, Faculty Resources.
- Receipt of all requests will be confirmed by the Ventures in Education Coordinator via email. If you do not receive a confirmation email within one week of your submission, you should assume that the Request Form was not received. In this case, please send a follow up email to Ventures.Ed@ghspta.org.

Please feel free to email me with any questions.

Sincerely,

Valerie Rimmer
GHS PTA Ventures in Education Coordinator
Ventures.Ed@ghspta.org