

**DIS PTA  
STAFF GRANT PROGRAM**

The Dover Intermediate PTA is pleased to continue our Staff Grant program. Staff grants can be used to help fund special programs, projects, items, and/or events that benefit individual classes, grades, all students, teachers, or the Dover Intermediate School community.

This year we will again accept applications in both the fall and spring.

Please fill out the attached application to apply for a grant and submit it to the DIS PTA Staff Grants Chair, Chalon Patterson via the PTA bin in the front office, or email [cp092908@gmail.com](mailto:cp092908@gmail.com). Upon your submission, you will receive an email confirmation that your application has been received. If you have any questions, please contact Chalon Patterson at the email above.

Goal	Provide grants to fund special programs, projects, items and/or events that benefit individual classes, grade levels, teachers, students, and the Dover Intermediate School Community.
Who can apply?	All teachers and staff, individually or in groups.
How do I apply?	Review grant guidelines and complete the attached application. Please submit the applications to the DIS PTA Staff Grants Chair, Chalon Patterson via the front office.
What can the funds be used for?	Funds must be used for new purchases that directly relates to educational needs. We are not able to purchase technology hardware or apps for your technology. Funds may be used for materials, books, resources, or services requested in your application.
Process for receiving funds	Once your request has been approved by Mr. Miller and the DIS PTA, awardees/PTA members can make the purchases. To complete payment, awardees can either: <ol style="list-style-type: none"> <li>1. Save receipts, and request reimbursement, or</li> <li>2. Submit a check request in advance from the PTA Treasurer.</li> </ol>
Submission Deadlines	Fall Submission Deadline is October 27, 2023 and you will be notified of your grant decision by November 10, 2023.  Spring submission deadline is March 22, 2024 and you will be notified of your grant decision by April 12, 2024.

**Requirements for completing the grant application:**

- Please answer all questions on the form clearly and with as much detail as possible.
- Specify clearly what the money you are requesting will go towards. For example, if you are requesting \$300 for books, please clarify which books, how many you need, and how much each book costs.
- Specify an estimated timeline of when your project will be completed.

All items purchased with grant funding become property of Dover Intermediate School. Supplies purchased for a specific teacher's use will remain with the teacher. Supplies purchased to support a grade level curriculum will remain with that grade level regardless of the assignment of the applicant.

Funding Process: Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are required for all reimbursements. Reimbursement forms can be found on the DIS PTA page of the school district website or by requesting one from the Treasurer at [DISPTAtreasurer@gmail.com](mailto:DISPTAtreasurer@gmail.com). Please turn in your completed application to the PTA mailbox in the front office.

Grant recipients have two payment options:

**Option 1: Reimbursement.** You (or a PTA Member) purchase the product, the purchaser submits a check request form to the PTA Treasurer (with original receipts attached). The PTA Treasurer will write a check to the purchaser for reimbursement. PTA cannot reimburse sales tax. PTA will provide applicants with tax-exempt information upon grant approval if needed.

**Option 2: PTA direct payment.** Complete a check request form requesting payment directly to the vendor (attach a copy of the completed order form). The PTA Treasurer will write a check payable to the vendor and return the check to your school mailbox. You give the check to the vendor.

Once a grant is approved, the purchase and reimbursement process should be completed within 45 days. Any receipts submitted beyond 45 days may not be reimbursed

**DIS PTA  
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Applicants **must** meet the following requirements to be considered for a grant:

1. Be a member of DIS faculty, staff, or student club/organization and be a current member of DIS PTA.
2. Check with Nick Miller, DIS Principal, and other school resources and organizations and confirm that no other sources of funding are available for this request.
3. Complete this application, including signatures, and turn it into the PTA mailbox in the main office or email to Chalon Patterson at [cp092908@gmail.com](mailto:cp092908@gmail.com).

All staff grant requests will be reviewed after the submission deadlines, please allow two weeks for review. Please answer all the questions in detail. If we have additional questions, we may call or email you for more information.

Date	
Name/Position	
Contact Email	
Contact Phone Number	
Additional Applicant(s) name, position and contact information	
Provide a purpose and description of the request and how the request relates to the curriculum/activity that the request supports. Please include a timeline. Attach additional information, as needed.	
Who will benefit from the project? Please include grade(s) and approximate number of students.	
Product Description (product name, model number, ISBN, etc.)	
Product Cost	
Amount Requested (include shipping, not tax.)	

Applicant's signature	
Principal's signature	

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Who will purchase this grant item? \_\_\_\_\_ Staff Requestor \_\_\_\_\_ PTA Member

**FOR DIS PTA USE ONLY**

Item	Circle	
Principal Approval	Approval	Declined
Treasurer Verified Funds	Yes	No
Presented at Staff Grants Committee Meeting on Date	Motion Passed	Motion Failed
PTA Check #  Check issue date  Check amount		