

GREENWICH HIGH SCHOOL PTA

TEACHER GRANT PROGRAM

2023-2024 Teacher Grant Introduction

The GHS PTA Teachers Grant Program (formally known as “Ventures in Education”) provides teachers with an opportunity to apply for project funding or items that are typically not covered by the School District. If you have an idea that would enhance our students’ educational experience, we invite you to submit a request.

The GHS PTA will provide GHS staff with the opportunity to request funding in a number of areas, including but not limited to:

- Classroom support – we can help purchase books and equipment
- Test creative new ideas and innovation
- Support extra-curricular activities

Previous funding provided for the Science Bowl buzzer system, lab equipment for science research, models for health class and cameras for art class.

Please note that the GHS PTA budget does **not** cover items that would regularly be covered by the GPS education budget or any Field Trips, as that is covered by Curriculum Enrichment

Directions for 2023-2024 Teacher 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 Teacher Grant 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 **RMayo2022-2023_TEACHER_GRANT_REQUEST.doc**.

SUPPORTING DOCUMENTATION:

- Please include any photos or websites
- **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 teachergrant@ghspta.org
- In addition, please forward an electronic copy of any requests involving technology to Laura Jean Waters (laurajeon_waters@greenwich.k12.ct.us). She will provide feedback to the applicant or Teacher Grant Coordinator as necessary.
- **Please make sure to obtain necessary approvals!** We cannot consider a request without approval.

DEADLINE:

- All requests will be considered on a rolling basis
- 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 Teacher Grant 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 teachergrant@ghspta.org

Please feel free to email me with any questions.

Sincerely,

Doris Meinelt
GHS PTA Teacher Grant Program Coordinator
teachergrant@ghspta.org