



Mayfair Middle/High School PTSA Teacher Mini-Grants 2024-2025

Last year's third place finish in the School Cents contest as well as successful Snack Shack fundraising has enabled Mayfair Middle/High School PTSA to add a new program to our budget for the 2024-2025 school year. Mayfair Middle/High School PTSA has created a Teacher Mini-Grant Fund and we are excited to offer ten (10) Teacher Mini-Grants.

Overview

- Mini-Grant requests may be submitted by Mayfair teachers and staff members.
- Applicants must be a member of the Mayfair PTSA prior to applying for a Mini-Grant.
- Mini-Grant requests must range between \$50 to \$300 per applicant. Maximum award \$300 per applicant.
- *Up to three teachers/staff members may collaborate and submit a joint application to cover larger requests. The amount requested on a joint application can not exceed the \$300 maximum per applicant amount (i.e. a joint application by three teachers can not exceed \$900). All applicants must be PTSA members.*
- Applications should be submitted at least 30 days in advance of when funds are needed.
- The PTSA Grants Review Committee will review applications and award Mini-Grants in the order they are received until the Mini-Grant Fund is depleted.
- Receipts are required to be submitted to the Mayfair PTSA Treasurer within 60 days of the approval notification.
- A written impact statement is required to be submitted to the PTSA VP of Programs within 60 days of approval notification.
- Any unused funds or funds not supported with valid receipts, must be returned to Mayfair PTSA by June 5, 2025.
- Failure to submit required receipts and/or impact statements may result in denial of future grant requests.

The PTSA is guided by the principle that grants should benefit the largest number of students possible across a variety of grade levels and subject areas.

Mini-Grants that are more likely to be approved are those that:

- Promote innovation in the classroom,
- Serve a large number of students,
- Maximize the use of items purchased among teachers and/or across departments,
- Provide long lasting benefits to the Mayfair community, or
- Impact an under-served school group or subject area.

All Mini-Grants must address a compelling need.

All Mini-Grants must benefit Mayfair Middle/ High School.

Restrictions:

No private transportation costs, hotels, etc (due to insurance limitations)

No salaries or substitute teacher costs.

No funding for staff professional development or staff conferences of any kind.

No gift cards.

No food or beverages.

No furnishings for staff rooms, lunch rooms or offices.

No athletics team-related requests.

No requests for fundraising projects or to benefit charities outside of Mayfair Middle/High School.

Application Review Process

Mini-Grant applications will be accepted by the VP of Programs on a rolling basis. The application will first be submitted to the Principal or his designated administrator for review. Requests meeting the principal's approval will be presented to Mayfair PTSA's Grants Review Committee for review. (Note: The VP of Programs will assign a number to the application and remove teacher/staff names before it is sent to the committee.) The committee chairperson will report the results at the Mayfair PTSA Executive Board meeting. Board meetings are typically held on the 2nd Monday of the month unless there is a school holiday/closure.

The review committee will include: three PTSA board members (President and VP of Programs, excluded), one high school parent (non-PTSA board member), and one middle school parent (non-PTSA board member).

Mini-Grant applications should be submitted by dates listed below. The decision of the Mayfair Grants Review Committee will be emailed to the applicant within 48 hours of the scheduled executive board meeting. Possible decisions are Approved, Declined, and Request for Additional Information. Unless specified at time of grant approval, funds must be used within 60 Days of approval (the date on the email sent to the applicant is the official "approval notification date"). A written request for an extension may be submitted, although such an extension is not guaranteed.

Application Submission Dates

The PTSA Grants Review Committee will review and award Mini-Grants in the order they are received until the Mini-Grant fund is depleted. *Once the fund is depleted, applications will no longer be accepted.*

Submit Applications by 5 P.M.:

Friday, August 23, 2024
Friday, September 20, 2024
Friday, November 1, 2024
Friday, November 22, 2024
Friday, December 20, 2024
Friday, January 24, 2025
Friday, February 21, 2025
Friday, March 21, 2025

For Mayfair PTSA Board Meeting:

Monday, September 9, 2024
Monday, October 7, 2024
Monday, November 18, 2024
Monday, December 9, 2024
Monday, January 13, 2025
Monday, February 10, 2025
Monday, March 10, 2025
Monday, April 7, 2025

Impact Statement

If your grant is funded, you must complete an Impact Statement once the project, event, or activity is complete. This Impact Statement should include a photograph, if applicable. If this paperwork is not completed, the PTSA reserves the right to decline future grant requests. This statement allows the PTSA to document the benefits of our Mini-Grants process and provides the verification needed for our accounting/auditors.

Please submit a statement (not more than one page) to the VP of Programs programs@mayfairptsa.org within 60 days of grant approval notification). Please be sure the statement includes answers to the following questions:

1. How were your grant funds used? What impact did your project have on students, staff and/or the Mayfair community? Include anecdotes or other details, if applicable.
2. Please attach a photo of your project, if applicable. Please only attach photos that we may publish on Mayfair PTSA social media accounts (IG,FB) and/or the school's online newsletter.

Thank you for Supporting Mayfair Middle/High School PTSA during the 2023-2024 School Year!

Continuation of the Teacher Mini-Grants program for next school year as well as the amount budgeted for this program is subject to change. Continuation will depend on the success of the program and the Mini-Grant budget will be based on money earned from PTSA fundraisers as well as the amount received from the School Cents program during this school year.

Please continue to support our Schools Cents program and other PTSA fundraisers during the 2024-2025 school year! Thank you!



Mayfair Middle/High School PTSA

Teacher/Staff Mini-Grant Application

2024-2025 School Year

Cover Sheet

Applicant Name: [Redacted]

Email for Applicant/Main Contact: [Redacted]

Phone Number for Applicant/Main Contact: [Redacted]

Additional Applicant Name(s)-Up to 2 additional applicants only: [Redacted]

[Redacted]

Mayfair Middle/High School PTSA Member Number (s) - all applicants must be 2024-2025 members: [Redacted]

Department or Program Name: [Redacted]

Your role(s)/job title(s) at Mayfair Middle/High School: [Redacted]

Project/Activity Title: [Redacted]

For PTSA Use Only

Date Received:

Time Received:

Date of Next PTSA Executive Board Meeting/Due Date:

Date Sent to Administration:

Name/Email of School Administrator:

Date Application (Pages 2, 3 and 4 ONLY) sent to Review Committee:

Follow-up Date(s):

Application Number: _____



Teacher/Staff Mini-Grant Application

2024-2025 School Year

Mayfair Middle/High School PTSA
programs@mayfairpta.org
treasurer@mayfairpta.org
president@mayfairpta.org

Please note: Some questions on this application may not pertain to your request. If that is the case, simply answer 'No' or 'N/A' in the blank space provided.

Grant Information

Grant Description:

Briefly explain the nature of the instructional materials you will purchase and how it will be utilized. (If this is a joint application, please include how all applicants will utilize and share these materials.)

Grant Rationale:

Describe how students and/or the Mayfair community will benefit from this grant.

Application Number: _____

Will this grant benefit Mayfair Middle/High School in the future? If yes, how?

[Empty text box for response]

What student group(s), underserved student group (s) and/or subject area will be impacted?

[Empty text box for response]

Approximate number of students who will benefit.

[Empty text box for response]

Grant amount requested up to \$300. (If more than one applicant, total grant amount requested can not exceed \$300 per applicant.) *Be sure to complete the budget sheet on last page.*

[Empty text box for response]

For grant requests for technology or equipment:

How do you plan to safeguard the equipment?

[Empty text box for response]

How do you plan to handle repair, maintenance and fund future consumables?

[Empty text box for response]

Is similar technology or equipment currently available at the school?

[Empty text box for response]

If selected, do you agree to submit receipts within 60 days to the Mayfair PTSA treasurer?

Yes No

If selected, do you agree to write and submit an impact statement to the Mayfair PTSA Executive Board?

Yes No

Is there anything else you would like the review committee to know about your request?

[Empty text box for response]

Digital Photo/ Media Release: I/We give permission to the PTSA, Mayfair Middle/High School to use and/or publish my/our name (s), photo(s) and/or work in PTSA publications which may include but are not limited to print, electronic, web and video formats.

Permission is strongly encouraged. An Impact Statement is required if the grant request is approved.

Yes No

Application Number: _____

BUDGET SHEET FOR MINI-GRANT

VENDOR	BUSD APPROVED VENDOR?	ITEM DESCRIPTION	ITEM #	ITEM QUANTITY	ITEM COST	TOTAL COST
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					
					Subtotal	
					Shipping/ Handling	
					GRAND TOTAL	

Please attach or upload any quotes, catalog pages and/or screenshots of vendor product description/pricing.

Application Number: _____

Mayfair Middle/High School Teacher Mini-Grant Agreement

By submitting this application, I/we confirm that the information provided is accurate. I/We also agree to submit receipts to the Mayfair PTSA Treasurer within 60 days of receiving grant money and agree to submit an impact statement to the Mayfair PTSA VP of Programs. We acknowledge that any and all materials and/or equipment purchased with this grant fund is the property of Mayfair Middle/High School.

Applicant Signature:

For joint applications, additional applicants sign below.

Applicant Signature:

Applicant Signature:

Date Signed: