



H.B. du Pont PTA Classroom Support Grant Application
School Year 2020 – 2021

1. Name of Teacher/Grade/Department: _____

2. Item(s) Requested: _____

3. Amount of Request: \$ _____

4. How will the requested items enhance your instruction and/or support student learning?

5. Number of students benefiting from the grant:

6. Attach a copy of cost estimate(s)

7. Application should be returned to HB PTA mailbox in the office. See attached guidelines.

If you have any questions, contact Ann Pollock at ampollock75@gmail.com.

Principal Approval: YES NO Date: ___/___/___ Signature: _____

HB PTA Approval: YES NO Date: ___/___/___ Amount: \$ _____

Signature on behalf of the Executive Board: _____



September 24th, 2020

Dear H.B. du Pont Teaching Staff:

The HB PTA offers two programs to support the terrific work you do here at H.B. du Pont Middle School. First, our **Teacher Support Fund** reimburses teachers up to \$50 for classroom materials. To be reimbursed, attach receipts to the teacher reimbursement request form (available in the school office or by contacting the PTA Treasurer Ann Pollock at ampollock75@gmail.com). For more expensive items, the PTA's **Classroom Grant Program** covers items in amounts up to \$500. In order for our support to touch the most students, these items should benefit HB students *during the school day*. The PTA has budgeted a total of \$2,000 for the Classroom Grant Program for the 2020-2021 school year so we encourage you to fill out an application for any items that you feel will enrich our children's educational experience at H.B.

The Teacher Support Fund and the Classroom Grant Program are available to HB instructional staff, administrators and support staffs who are current members of the H.B. PTA. If you have questions please contact Ann Pollock at ampollock75@gmail.com.

Please note that all fund requests and grant applications must be submitted no later than **November 16, 2020**. Decisions will be made by **November 20, 2020**.

H.B. DuPont Middle School PTA

Classroom Grant Application Guidelines

1. Grants are available from the HB PTA in amounts up to **\$500.00** for reimbursement of expenses not covered by the district, building funds or HB's budget in the current year.
2. The review committee will focus on supporting initiatives that further the educational experience of the students and the mission and educational objectives of H.B. du Pont Middle School. This review committee is the current H.B. PTA Executive Board.
3. The teacher/administrator/support staff seeking a grant should complete an application and provide any additional information that will assist the review committee in understanding the grant request. Multiple quotes or estimates should be obtained and provided to the committee in order to ensure economical spending.
4. Principal approval is required prior to submission to the PTA.
5. The review committee meets ongoing to review applications. Grant approvals will be given in writing.
6. Once approved, the requester will need to arrange for purchase of the item(s) or service that is approved. Payment is by a check request to the HB PTA Treasurer for direct payment to the vendor or from purchasing by the teacher/administrator with subsequent reimbursement from the HB PTA. Appropriate receipts, estimates or proposals must be included with the request for payment or reimbursement.