



SPECIAL PROGRAMS

MINI GRANTS

PURPOSE: TO PROVIDE FUNDS TO THE AHS FACULTY AND STAFF THAT ENCOURAGES THE DEVELOPMENT OF PROJECTS AND SUPPORT AND ADVANCE OUR SCHOOL-BASED GOALS FOR IMPROVING STUDENT LEARNING AND ACHIEVEMENT.

Summer:

- Find out from the VP-Special Programs what the budget is for the year.
- Review the mini-grant application and make changes as determined by the chair, VPs, and presidents.
- Set a deadline for applications.
- Communicate with faculty to announce program and application process and deadlines.
- Discuss plans with Mrs. Charron once approved by VP.

Beginning of school year:

- Make sure all faculty members receive the grant application. The easiest way to do this is to ask administration to send it out in an e-mail to all faculty members.
- Publicize the mini-grants at back-to-school teacher luncheon, department meetings, etc.
- Answer promptly any questions that teachers have.
- Provide a box in the photocopy room for teachers to place mini-grant applications.
- Send out a reminder about ten days prior to the deadline.
- Upon receipt of mini-grant applications, send an e-mail acknowledgement to applicants.
- Form a mini-grant committee to judge and select recipients. This should consist of a representative from the Counseling Department, a representative from administration, the mini-grants chair, the special programs VP, one or both of the PTSA presidents, and one or two PTSA corporate sponsors. In total, there should be between six and nine members.
- Set a schedule for the committee (when they will receive applicants and a meeting date) and make sure committee members schedule time for the meeting.
- Arrange a meeting location and date and time with Front Office personnel.

Upon receipt of mini-grant applications:

- Label the applications with letters (A, B, C, etc.) for easy reference.
- Make copies of each application for each committee member.
- Send the applications to the committee members, along with a rating sheet.
- Send a reminder about the meeting date.
- Meet to choose the grants to be awarded.

After choosing the winners:

- Notify applicants of approval or rejection of mini-grant. Always be diplomatic and thank them for making the effort, let them know their time is appreciated.
- Coordinate ordering and payment with Principal's secretary and PTSA Treasurer.
- Write articles for PTSA electronic newsletter announcing and describing the grants approved for current year.