

October 10, 2007

Dear Northview Teachers and Staff:

The NHS PTSA is pleased to offer the mini-grant program to you once again. The Mini-Grant program is designed to promote programs or projects that are creative and innovative teaching ideas that cannot be funded by departmental budgets. Currently, we have \$6000.00 to award for the 2007-2008 school year.

The following outlines the criteria that you need to follow as you submit your application for grant money.

- ✓ Projects should nurture the academic and educational experience of the student.
- ✓ Projects should be innovative, creative and stimulating.
- ✓ Projects should challenge the mind and/or body to increase levels of excellence and provide an exciting opportunity for students to learn.
- ✓ Projects should benefit the greatest number of students.

Grants can be awarded for anything from a speaker, a software program used in P. E. to track student's fitness data, or a set of foreign language board games. Other grants examples include a science set, allowing students to collect, classify, illustrate and mount anthropods, or an on-campus, gem mining expedition. Creativity is encouraged.

Attached is a copy of the detailed guidelines and the application. Turn the application into the front office. There is a mail slot in the mailroom labeled "MINI-GRANTS" at the PTSA mail center.

Thank you for helping the PTSA to get off to such a great start! We hope to be able to increase the amount of the grants as the PTSA grows. Please keep in mind the total funds available as you design your projects. Individuals, teams or grade levels are welcome to apply.

We look forward to working with you this year. If you have any questions regarding the mini-grant program or the application process, please contact Andrea Lutz, 678-580-2239 or e-mail: kmelutz@bellsouth.net.

Thank you for your continued support!

NHS PTSA
Mini-Grant Committee

**Northview High School PTSA
Mini-Grant Program
2007-2008**

The NHS PTSA is pleased to offer the NHS Staff an opportunity to provide innovative and creative learning opportunities for Northview students. The PTSA mini-grants have been designed to challenge the staff and students to nourish their desire to learn, improve their skills and develop creative thinking skills.

The following criteria must be followed when applying for a mini-grant:

- ✓ Projects must nurture the academic and educational experience of the student.
- ✓ Projects must be innovative, creative and stimulating.
- ✓ Projects must challenge the mind and/or body to increase levels of excellence and provide an exciting opportunity for students to learn.
- ✓ Projects must benefit the greatest number of students.

Guidelines:

1. Mini-grant money may be used for materials, supplies, fees and/or small equipment cost, not covered by existing funds (departmental, cost center, and internal accounts). Disposable items will not be covered. (Example: Cups, plates, plates, paper clips).
2. All costs must be included in the mini-grant application budget, including those funds which will supplement the grant from existing funds.
3. Shipping and handling fees and all taxes must be included in the initial requests. The grant will be awarded for a specific amount and will not be increased by any amount after acceptance.
4. The budget submitted must be itemized with each item to be purchased, quantity and cost.
5. Awards cannot be made for staff trips, conferences or seminars.
6. If the NHS PTSA budget has a line item for a particular event (example: Homecoming), the grant committee will NOT accept the application for additional funds for those events.
7. Grant money awarded to a specific project can only be applied to that grant and cannot be transferred to another grant.
8. Application must be clear, descriptive and specific.
9. **Applications for grants must be turned into the NHS front office mailroom in a mail slot marked "MINI-GRANTS" no later than November 13, 2007.**
10. Any equipment purchased with mini-grant funds becomes the property of NHS.
11. Recipients of the PTSA mini-grants must carry out their projects by April 25, 2008.
12. The mini-grant committee will review all applications and award the funds to those best meeting the criteria. The mini-grant committee will notify the applicant on December 13, 2007 with a reply of acceptance or denial of request.
13. A brief synopsis of the success of the project along with photos should be submitted to the mini-grant committee upon completion of the project.
14. If you have any questions please contact Andrea Lutz, Chairperson of the Mini-Grant Committee at (678) 580-2239 or email: kmelutz@bellsouth.net.

Northview High School PTSA
Mini-Grant Application
2007-2008

Please submit this as a cover sheet for your grant and your budget form.

Teacher(s) Name(s): _____

Indicate category or categories to which the project primarily applies:

_____ Foreign Language	_____ Language Arts
_____ Fine Arts	_____ Social Science
_____ Math	_____ Technology
_____ Health & P.E.	_____ Other _____

Project Title: _____

TOTAL Mini-Grant money requested: _____

***This amount must include shipping and handling; taxes if applicable; etc.**

Project Start Date: _____ Project Completion Date: _____

Number of students directly affected: _____

PLEASE ANSWER THE QUESTIONS ON PAGE 2 AND 3 OF THIS APPLICATION

Applicant Signature(s): _____ Date: _____

_____ Date: _____

Th wi Review board.	This project has been reviewed by the Northview Grant Committee and found in keeping with the curriculum objectives and philosophy. Review board: _____ Review Date: _____
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Review board. _____ Review Date: _____

PROJECT OVERVIEW:

Describe your project, including the objectives to be met and the benefits that the students will receive.

PROJECT METHOD:

Briefly outline the activities that will take place.

Describe how these activities will fit into the Fulton County curriculum.

PROJECT SHARING:

List ways in which the project could be shared with other NHS staff members, parents and other students (Consider videotaping, journals, photos, displays, demonstrations, etc.)

PROJECT EFFECTIVENESS:

How will you determine that the project objectives have been achieved? How will you evaluate this program for future reference?

BUDGET

Please itemize budget, including items to be purchased, quantity and cost.

<u>EXPENDITURES:</u>	<u>AMOUNT:</u>
Materials/Supplies:	_____
Shipping and/or Handling:	_____
Taxes (if applicable):	_____
Other: _____	_____
<u>TOTAL:</u>	_____

Is any portion of this project being funded from other sources? If so, from which source and how much?

Source: _____

TOTAL COST OF PROJECT: _____

TIME LINE

Please describe a time line for this project:

Applicant Signature(s): _____ Date: _____
_____ Date: _____

RETURN APPLICATION TO:

NHS PTSA Mini-Grant mail slot in the The Teacher Mailroom (PTSA Area)
Or email to kmelutz@bellsouth.net. Questions? (678) 580-2239.

