**Lee Eaton PTA Grant Guidelines and Instructions**

Lee Eaton PTA is seeking grant applications from Lee Eaton teachers, staff members and building administration. The purpose of these grants will be to provide funding for student projects, educational needs and special programs throughout the school year. We hope to benefit as many staff/children as possible.

Each application must be submitted to the principal for approval before submission to PTA. The PTA will then review all applications and decide if all, part or none of the funding will be awarded.

Requests for funding should be programs, projects, events or educational materials that are the responsibility of the district or can be funded by the district. All requests should be for enhancement or augmentation of the district funding. All educational (non-consumable) funded will be considered a donation to Nordonia Hills City School District and become property of Lee Eaton Elementary School.

Applications can be turned into the PTA mailbox. Grant applications will be accepted until funds are depleted. A notification will be sent to all staff members once the depletion of funds occurs. Please direct any questions to Leah Yax at lyax@roadrunner.com or call 440-897-6957.

**Grant Guidelines**:

1. All applicants must be current member of Lee Eaton PTA
2. All requests must be submitted in writing using Mini-grant application form.
3. All requests must be made before May 1st of each school year.
4. The applicant(s) must be directly involved in the project and take responsibility for its completion.
5. A maximum of $100 is available per staff member per school year. Teachers may work collaboratively on a grant and ask $100 per teacher listed on grant.
6. All grant requests must first be approved by the principal.
7. Lee Eaton PTA’s Vice- President will act as Chairperson for this program and will bring grant applications to the monthly board meetings for review.
8. Lee Eaton PTA is a non-profit organization and therefore requires receipts for all payments**.**
9. All items purchased become the property of Lee Eaton Elementary School and the Nordonia Hills City School District.

**Procedures:**

1. Complete the mini-grant application and forward it to the principal for approval.
2. If approved, the principal will forward the application with his signature to the PTA.
3. The PTA will review the application at its next monthly meeting and notify the applicants of its decision. PTA will meet the 3rd Thursday of each month.
4. Those applicants who receive approval will be notified. You will receive a PTA tax-exempt form with your approval. Please submit a copy of your approved form and your receipt to the PTA mailbox. You will be reimbursed within 10 days of receipt up to your approved amount.

**Lee Eaton PTA Grant Notice of Approval**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Congratulations, your grant request for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been approved for purchase by the Lee Eaton PTA.

Attached to this notification is a copy of your original request, a reimbursement form, and a PTA-Tax Exempt form. Your next step once you have made your purchase is to submit this letter, to the PTA Treasurer’s mailbox along with the following forms:

* Your original receipt
* A packing list if you are ordering your item via the internet
* The reimbursement request form

Once we have received these items, you will be reimbursed within 10 days. A check from PTA will be placed in your mailbox in the school office.

Please remember that PTA cannot reimburse for sales tax, and we will only be able to reimburse up to the approved amount listed on this letter.

PTA is happy to be able to help our Lee Eaton teachers through this program. If you have any questions regarding the process or need any additional help, please contact PTA Treasurer, Shannon Nanne at Shannonpta@yahoo.com or PTA Vice President, Leah Yax at lyax@roadrunner.com.

Thank you,

Lee Eaton PTA- VP

Leah Yax

Date Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reimbursed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_