

Chantilly High School PTSA

Instructions for Teacher Grant Application

Deadline: May 1, 2022

The PTSA is pleased to offer a grant program to the faculty and staff of Chantilly High School. Grants are monetary awards for special projects that will enhance and support teaching in the classroom.

Grants may be used to purchase supplemental materials, additional supplies, books and equipment, and for conference registration fees. Books, software, and other permanent instructional materials and equipment purchased with PTSA funds become the property of Chantilly High School.

Teachers must be members of the CHS PTSA to apply for a grant. Forms are available at www.chantillyhsptsa.org.

The maximum grant is \$400.

Application process:

1. Complete the application form. Include additional pages if needed.
2. Obtain Principal's approval (signature below).
3. Submit to PTSA by either:
 - Emailing a clear image of the completed form to teachergrants@chantillyhsptsa.org, or
 - Placing completed form in the PTSA mailbox in the main office addressed to CHS PTSA Grants; send an email to teachergrants@chantillyhsptsa.org so we know to look for it.

Applications will be reviewed at the PTSA meeting following receipt of the application. Meetings are held on the second Tuesday of each month. You will be notified of the decision via email within a few days after the meeting.

Awardees will be invited to a future PTSA meeting to share how they utilized the grant to benefit the school.

Invoices and receipts are required for all reimbursements. Checks can be written to teachers or directly to vendors.

Chantilly High School PTSA: Teacher Grant Application

Applications accepted until May 1, 2021

Name: _____

Email: _____

Subjects/Grades taught: _____

Amount requested: \$_____ (maximum of \$400/year)

Date Needed: ____/____/____ Payee of Check: _____

Briefly describe your proposal or include attachment with description:

Detail cost of proposal. Include attachment from an outside source which substantiates the cost of the item/class:

Teachers must be CHS PTSA members to apply for a grant. Membership forms available at www.chantillyhsptsa.org. You may include the form with this application.

CHS Principal's Approval: _____ Date: ____/____/____

***** **PTSA Action** *****

Decision: Approved _____ Denied _____ Amount approved: \$_____

PTSA President's Signature: _____ Date: ____/____/____

Treasurer Use: Date Paid: ____/____/____ Check #: _____