

## **Sligo Staff Mini-Grant Program**

Sponsored by the Sligo PTSA ♦ 1401 Dennis Avenue, Silver Spring, MD 20902

*Sligo Middle School Parents, Teachers & Students - Working Together, We Make a Difference!*

### **2022-2023 MINI-GRANT PROGRAM INSTRUCTIONS & APPLICATION**

The PTSA Staff Mini-Grant Program provides financial assistance up to \$500 per project to enterprising teachers and staff. We invite you to apply to turn your class or school ideas into reality through a PTSA review and funding process. In addition, grants totaling less than \$100 used to support learning (such as subscriptions, software, etc.) will be fast-tracked.

All grants require an application with details on how funds will be spent, prices of individual items, and details on what students benefit. The School Financial Specialist, Ms. Alston, and an administrator will review staff mini-grant applications to ensure the integrity of the requests and that the applications complement our school mission. The point of contact at school is Ms. Alston. After review by the school, the grant applications will be forwarded to the PTSA Mini-Grants Committee. Proposals will be evaluated by how they best support students, as well as school and community enrichment.

#### **Submission Guidelines**

1. Please complete the Staff Mini-Grant Program application and submit the document to the School Financial Specialist, Yolanda Alston ([Yolanda\\_M\\_Alston@mcpsmd.org](mailto:Yolanda_M_Alston@mcpsmd.org)) via Outlook. All submissions will be acknowledged.
2. Grant applications will be accepted on a rolling basis.
3. Recipients will receive notice of the award in writing. Once approved, receipts or invoices for expenditures are required to receive reimbursement. Reimbursement are arranged by Ms. Alston with the PTSA Treasurer, Rodrigo Gouveia ([SligoTreasurer@gmail.com](mailto:SligoTreasurer@gmail.com)).

We look forward to receiving grant applications to complement and enhance educational opportunities, promote further student engagement, and/or support community building -- all crucial pillars for student success.

*On behalf of the PTSA and Sligo families, thank you teachers and staff  
for all you do for our Sligo MS students and community!*