

Round Rock High School PTSA, Mini-Grant Guidelines 2026-2027

Dear Faculty,

The Faculty / Student Club Mini-Grant program is designed to fund enriching educational experiences for our Round Rock High School students. If you have a need that meets the criteria listed below, please consider submitting a proposal for a mini-grant. Grants will be awarded by an appointed Mini-Grant committee based on available funds. If funds allow, grants will be awarded twice a year, once in the fall and once in the spring.

This year's deadlines are: **Fall - January 8, 2027, with grants to be decided by January 26, 2027**

Spring - March 12, 2027, with grants to be decided by March 23, 2027

The application is attached, and it is also available on the PTSA website at the "Grants" Information tab. If you have any questions, please feel free to email our Grant Chair, Lisa Stubbe at grants@roundrockhsptsa.org, or Rachel Fugatt, PTSA President at president@roundrockhsptsa.org.

Application Instructions:

1. The doc is a "view only" version
2. Click "File" - "Make Copy"
3. Enter your information into the new copy.
4. Obtain signatures (digital is permitted) of Ms. Ruhlen (Sr. Accounting Associate), Mr. Butler, and a RRHS Campus IT specialist if your Mini-Grant proposal includes technology.
5. Email completed application (Please name your file with your last name & a brief identifying doc name) to Kristi Isaacs at grants@roundrockhsptsa.org.

Criteria:

- Mini-grants should provide a wide range of student enrichment.
- Mini-grants are not intended to be used for staff development and/or any related expenses.
- **PTSA cannot cover ANY transportation costs. We are unable to purchase gift cards.**
- **Technology items should be approved by the RRHS Campus ITS to ensure compatibility with existing systems.**
- **Any subscriptions gifted are for the said period only. RRHS PTSA cannot guarantee the donation of the renewal post subscription period.**
- Materials purchased through the mini-grants should benefit Round Rock High School and shall remain the property of the school.
- Mini-grants are meant to provide funds for projects for which other funding is not available. The PTSA will consider whether there may be other sources available for the money requested.
- The teacher (or group of teachers) applying for the grant must be a member of the RRHS PTSA to be considered.

We hope that you will take advantage of this new program that RRHS PTSA is offering to provide the best education and experience we can give our students.

Sincerely,

Lisa Stubbe

PTSA – Grant Chair

Round Rock High School PTSA - Faculty Grant Chair

Rachel Fugatt

PTSA- President

Round Rock High School PTSA - President

Round Rock High School PTSA Mini-Grant Program FAQs

Who may apply for a Mini-Grant? Individual teachers may apply, groups of teachers may apply and teachers of special subject areas may apply. Any RRHS staff member who has an idea that will enhance the instructional experience of students may apply for a grant. **All grant applicants must be paid members of the RRHS PTSA. If a group of teachers applies, all members of the group must be PTSA members.**

When may I apply? You may apply throughout the year. The fall semester application deadline is **January 8th**. If Funds allow for a spring semester grant program, the deadline will be **March 12th**.

How do I apply? To apply for grant funds, you must complete the attached Mini-Grant application. The application will also be available on the Round Rock High School PTSA website: www.roundrockhs.ch2v.com. Completed and signed applications must be returned via email to grants@roundrockhspts.org

How may the funds be used? *Funds cannot be used to purchase curriculum materials that should be purchased through the regular school budget process.* We encourage you to submit grants for materials and experiences that enhance an existing curricular unit or for materials for a project that would be new to the class or grade level. ***Funds may NOT be used to pay for transportation costs of any kind or for professional development. PTSA is unable to purchase gift cards to be used toward the purchase of project items.***

Is there a budget limit? You may request any amount. Please be sure that all shipping and handling and processing fees are included in your request. If your project is approved by the committee, PTSA may decide to fund your request in full or partially. The total amount awarded is based on PTSA income from membership fees and spirit wear sales. The total grant budget available each year can vary.

How will my application be evaluated? All applications will go through an evaluation by the Mini-Grant committee. Grant readers will evaluate the application based upon how the proposed project supports the curriculum, for the impact it will have on students, and for clarity of the budget presentation.

Funds granted by the PTSA must be utilized in the same academic year. Funds not disbursed by the last day of school will not be available unless special approval has been given by the PTSA. Funds disbursed and not used by the last day of school on the specific materials/experience stated in the grant must be returned to the PTSA.

Why do I need to have the Sr. Accounting Associate sign the application? Any purchases must be made through an approved RRISD vendor. They will be able to verify that the items you wish to purchase will be from an approved RRISD vendor.

Contact: If you have any questions, please contact Faculty Grant Chair, Lisa Stubbe

grants@roundrockhspts.org or PTSA President, Rachel Fugatt at president@roundrockhspts.org.