



**HERITAGE HIGH SCHOOL
PTSA 2023-2024
TEACHER MINI-GRANTS**

The Heritage High School PTSA is pleased to offer teacher mini-grants to those teachers who are members of the PTSA. This simple process is designed to encourage you to request funds that will enhance student enrichment and to support you in your efforts by providing resources to be awarded in the form of teacher mini-grants.

If you would like to apply for one of these grants, please complete this PTSA-Teacher-Mini-Grant application and give to Mr. Lyons. Funds will be awarded with the goal of impacting as many students as possible. If you have any questions or need assistance, please contact us at **president.heritagehighptsa@gmail.com**. These grants will be presented for vote on a first-come basis until funds are depleted.

PROCESS: (Please note: You must be a member of the Heritage High School PTSA to apply) 1) Fill out the form below

2) Submit to Mr. Lyons, School Principal for review and approval.

3) If approved by the principal, it will be presented for a vote at the next PTSA meeting. Applicants will be notified of the voting results after the meeting.

4) Funds will be provided by a check. We require receipts as documentation for the grant for our records and for audit purposes.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date Requested: _____ Person Requesting Grant:

_____ Department or Grade: _____ Email:

_____ Amount Requested: \$ Date Needed:

If approved, make payment to:

_____ Describe the project and how

it will benefit the school/students:

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Reviewed by Principal: _____ Date: _____

Reviewed by PTSA Officer: _____ Date: _____

Reviewed by PTSA Board - Date: _____ Approved _____ Rejected _____ Amount

_____ PTSA President Signature _____