New Providence High School PTSA
Mini Grant Program



Information

Created in 2002 to support the creative efforts of our excellent teaching staff, the Mini Grant Program endeavors to enrich the educational experiences of our students. Proposed projects should be designed to enhance the curriculum, guidance and counseling programs, and should impact a wide range of students or have the potential to be expanded to other grade levels and/or schools. It is our goal that successful projects become institutionalized within the school district. The grant program is not intended to cover the cost of club activities, technology requests or other items that would normally be a part of the Board of Education budgeting.

Grants are awarded with a cap of **$250 per teacher**. Teachers may apply for a **combined request**. Some examples of past Mini Grant expenditures are the Japanese Garden, Art on the Road, "Barin Viz" Software (STEM), Guest artist music theater workshop, Greenhouse, and Tools for assisting mental health (Counseling).

Procedures

*Applicants **must be PTSA members**. Applications may be submitted in electronic form OR as a hard copy.*

1. Applicants submit a completed application to the Department Head and/or NPHS Principal for review and approval.
    a. PTSA MINI GRANT APPLICATION/BUDGET INFORMATION

2. The approved application is then submitted to the PTSA.
    a. vpadmin@nphsptsa.org cc:: treasurer@nphsptsa.org
    b. Hard copies can be placed in the PTSA mailbox

3. The Mini Grant committee will review the application and forward approved grants to the PTSA executive board. Once they have been reviewed by the PTSA board, the decision on all grants will be conveyed to the Department Head, Principal and Applicant.

4. Approved Mini-Grant expenses will be reimbursed once the Request for Funds Form is submitted to the PTSA Treasurer). The Request for Funds Form is included in the Mini-Grant Application.

Deadlines

The PTSA will have a deadline of December 17, 2024 to accept applications. However, we will consider Mini Grant Requests throughout the entire school year as our budget allows.

If there are any questions regarding the Mini Grant Program, please do not hesitate to contact:

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Liz Lee, PTSA Vice President vpadmin@nphsptsa.org
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