



2025-26 PTC Enrichment Mini-Grant Program
Updated December 2025

Winter Application Cycle Open Now!
Deadline: Friday, February 13, 2026

Dear SWES Staff,

The SWES PTC is pleased to offer the Enrichment Mini-Grant Program this school year, in support of our mission to enrich the educational experience of our children and foster a sense of community at Sunita Williams Elementary School. We welcome applications from teachers and staff for funding to support activities, materials, and experiences that benefit our students. This program is designed to support *your* professional ambitions and the inspiring work you do with our students!

The Mini-Grant Program supports teachers and specialists by funding:

- ★ special initiatives or projects that extend, enhance, and/or supplement the standard curriculum and for which funding is otherwise unavailable.
- ★ teaching tools, resources or supplies designed to increase equity, accessibility and inclusivity for all learners of all abilities.
- ★ projects and programming to engage families in their student's learning and to provide opportunities for connection and community.

A minimum of \$6,000 in funding will be distributed through two application cycles, one in the Fall and one in the Winter. All SWES teachers and staff may apply for the Winter round of grant funding now through **Friday, February 13, 2026** by completing the online application [HERE](#).

Please read on for further details. If you have any questions about this process or want to discuss a potential idea, please email us at sunitawilliamsptc@gmail.com. We want this process to be as easy and flexible as possible to help you achieve your learning goals.

With appreciation and thanks,

Kaitlin Fetzer

Jill Goldstein

Janine Helwig

Leanne Ratti

PTC Enrichment Grant Committee Members

SWES PTC Mini-Grant Program Details

Who is eligible to apply?

All SWES teachers, administrators, and staff members may apply for PTC Enrichment Mini-Grant funding. Applicants are welcome to collaborate with colleagues and submit an application on behalf of a group or team. All proposals must be shared with Principal Caren Firger for her review and approval before being submitted to the PTC.

What can I apply for?

Enrichment Mini-Grants may fund professional services, educational tools, teaching resources, equipment, or supplies that serve one or more of the following purposes within the current school year:

- Special initiatives or projects that extend, enhance, and/or supplement the standard curriculum and for which funding is otherwise unavailable.
- Teaching tools, resources or supplies designed to increase equity, accessibility and inclusivity for all learners of all abilities.
- Projects and programming to engage families in their student's learning and to provide opportunities for connection and community.

How much funding is available and how much may I ask for?

The PTC will award a minimum of \$6,000 in Enrichment Mini-Grants this school year. Individual requests generally should not exceed \$1,000 but exceptions will be made for proposals that serve multiple grade levels. Last year the average grant award was about \$500. Our hope is to fulfill as many requests as possible in each cycle.

For projects projected to exceed \$1,000, please consider applying for funding through the [Needham Education Foundation's Grant Program](#).

How will my request be evaluated?

Applications will be evaluated based on the following criteria:

- Target audience and number of students that will be served
- Clearly defined objectives, plan for implementation, and anticipated outcomes
- Reasonable budget requested with detailed breakdown and documentation of cost estimates
- Potential for sustainable, longer-term impact
- Overall quality and completeness of application

When and where can I apply?

There will be two application periods during this school year:

FALL 2025

Application Period: October 27 - November 25, 2025 (*Closed*)

WINTER 2026

Application Period: December 22, 2025 - February 13, 2026

Reviewed on a rolling basis; Notification no later than March 6, 2026

[Winter PTC Enrichment Mini-Grant Online Application Form](#)

What happens after I submit my grant request?

At the close of each application deadline, the PTC Enrichment Grants Committee will meet to review all requests. All applicants will be notified of their status via email within three weeks of the application deadline. Awards will also be announced to all SWES families and staff. If your request is time-sensitive, please email to let us know and it will be reviewed as soon as possible.

What happens if I am awarded a PTC Enrichment Mini-Grant?

Grantees are responsible for sourcing all supplies and materials and for all planning, coordination, and implementation of their proposed projects and initiatives. The PTC will purchase any commodities on your behalf, to be shipped to the school, and transfer funds to the school to pay for any professional services.

Projects, programs, and initiatives must be completed within the current school year.

When grant-related activities have concluded, grantees are *strongly encouraged* to provide a wrap-up summary that includes photos, videos and/or testimonials that the PTC may share with our community. It is extremely helpful to have this information in order to increase awareness of this opportunity among SWES staff and raise additional funding from SWES families that will go right back into the school.

Questions?

Please contact the SWES PTC Enrichment Grant Committee at SunitaWilliamsPTC@gmail.com with any questions or concerns!

Online Application Preview

Winter PTC Enrichment Mini-Grant Online Application Form

APPLICANT INFORMATION

- Primary Contact Person
 - Name
 - Title/Role
 - Email Address
- Are you submitting this application on behalf of a group? If so, please list the names of all other applicants.

GRANT PROPOSAL (*Short answer questions; please be concise!*)

- I am applying for funding in support of: (*check all that apply*)
 - Special initiatives or projects that extend, enhance, and/or supplement the standard curriculum and for which funding is otherwise unavailable.
 - Teaching tools, resources or supplies designed to increase equity, accessibility and inclusivity for all learners of all abilities.
 - Projects and programming to engage families in their student's learning and to provide opportunities for connection and community.
- Who is the target population for this proposal?
- What is the approximate number of students who will be impacted by this grant?
- Please provide a concise summary of your funding request. Include the project's goals, learning objectives and anticipated outcomes.
- How will this grant benefit SWES students and the broader school community?
- What is this grant's potential for sustainable and longer-term impact?
- Please describe your general plan and timeline for implementation.
- Please list the names of any other people who will support this project or be involved in its implementation, including their role in the project.

FUNDING REQUEST AND JUSTIFICATION

- Total Amount of Funding Requested: \$
- Budget Detail: Please provide an itemized budget showing how the requested funding is to be expensed. Tie each line item directly to the project's activities. Please include any relevant taxes, shipping fees and ancillary expenses, if applicable. *(File Upload)*
- Budget Documentation: The PTC will make direct payment for all commodities and services on the grantee's behalf. Please make an effort to find the best combination of value, quality, and price for all requested items and services. *(File Upload)*
 - For commodities (supplies, materials, equipment, etc.), please provide a detailed shopping list that includes:
 - Vendor Name
 - Item name
 - Item number
 - Unit Cost
 - Quantity
 - Total Cost
 - Direct Web Link to item, if available for purchase online
 - For services, please upload quotes from the proposed vendors that includes a description of services, total cost and relevant payment details.

APPLICANT SIGNATURE

- I have shared this proposal with Principal Caren Firger and received her approval to submit this application. *(Yes/No)*
- By entering my initials below, I certify that the information in this application is accurate and complete to the best of my knowledge. I agree to adhere to all grant policies and procedures.