



## ***The Montgomery Elementary Schools PTA Grant Program***

Dear Elementary Teachers and Staff,

Once again, your MES PTA is delighted to offer teachers and staff the opportunity to submit applications for the annual PTA Grant Program! The PTA has awarded thousands of dollars for Grants that align with *supporting creative and innovative teaching* within our elementary schools. Past PTA Grants have supported classroom materials, guided reading, pilot software subscriptions, and assemblies. What would *you* achieve with funding for your big idea?

The Grant Committee will give priority to applications that reach the greatest number of students for the longest span of time, particularly applications that describe a detailed multiplier or sustainability component.

You may submit multiple applications. Please provide as much detail as possible and include all anticipated expenses, such as shipping charges. If you wish to invite an assembly provider and would like to provide lunch or transportation, an estimate for those expenses should be included as well. Since these are PTA funds, you do not have to use school-contracted suppliers and all purchases are tax-exempt in NJ.

### **MES PTA Grant Guidelines:**

- Applicants must be *current MES PTA members* to qualify for a Grant.
- The PTA is a funding source only. Writing Purchase Orders, ordering, tracking, returning items, etc., are the responsibilities of Grant recipients.
- All approved Grant purchases must be made and reimbursement requests (check requests) submitted to the PTA prior to May 31, 2025. All dispersed checks should be cashed by June 20, 2025 to facilitate the closing of the PTA books at the end of our fiscal year. If the dispersed check is to pay a vendor (ex. assembly in early June), please encourage the vendor to deposit the check prior to June 2025.
- Due to district policy, the PTA cannot purchase electronic/technological devices for the schools. Should you have questions about district policy, please ask a school official.

This year we are receiving grant applications in two phases. We will review applications following the submission date for each of the two phases, with one deadline early October and another in early February. If you intend to start using your grant during the current school year, it is best to submit your application in line with these two deadlines. Additional grant applications after these deadlines will *only* be accepted on an as-needed basis and pending any residual budget remains.

### **Deadlines:**

- 1. October 4, 2024**
- 2. February 7, 2025**

Please submit your application (and your invoice or estimate) using the Google Form attached to this email by either of the above mentioned deadlines. The responses to your form will then be sent automatically to Principal Van Hise or Principal Lacy for approval. The MES PTA Grant Committee and Executive Board will review upon approval. We will communicate our decision by the end of the month (October/February).

We look forward to reviewing many creative proposals. If you have any questions about your application or the Grant process, please contact us at [education@mespta.org](mailto:education@mespta.org).

Sincerely,  
The MES PTA Grant Committee