



Montgomery Special Education PTA (MSEPTA) Grant Application

MSEPTA grants are awarded to Special Education staff members for the purpose of implementing **innovative ideas** or practices to support instructional and curriculum needs that benefit the special education students of Montgomery Township.

We'll accept grants on a rolling basis until the grant funds are depleted or no later than April 30th to be considered at the May meeting. Meeting dates/times are posted on the PTA Website.

Criteria

- You must be a current MSEPTA member to apply for a grant. (Membership is \$5; payable to Monty MSEPTA). Go to <https://mtsdsepta.new.memberhub.store/store> to join.
- The number of grants and dollar amounts awarded each year depends on available PTA funds.
- Funds are limited to the specific project or idea and cannot be used outside of the grant request.
- The project/equipment/innovative idea/materials should benefit the special education student population.
- The funds received must be expended in the school year in which the award is given, and receipts are required for reimbursement. Expenditures will be reviewed against the approved grant and must align to get paid.
- Funds may NOT be used for special training, salaries, registrations, or travel.
- All items that are funded through this program become the property of the MTSD.
- You may submit more than one request. (We welcome multiple applications as well as group or team submissions)

Procedures:

- Be specific, give details of the project and supply a budget when applying for a grant.
- Applicant is responsible for purchase of item(s). Information on check requests and expense reimbursement, along with a tax-exempt form, will be provided at approval.
- **Return completed forms *Electronically Only* to, Susan Delaney at msepta.grants@gmail.com.**
- Grants are voted upon at the monthly MSEPTA meetings. The PTA will notify you of our final decision after voting has been completed. If approved use the same email above to submit receipts for reimbursement.

Limitations* *Teacher Grants may not be used for individual personal gain and additionally cannot be applied to projects outside of OHES/VES/LMS/UMS/MHS (i.e.: other non-profit projects, as per national PTA guidelines), nor can the funds be used to pay for salaries, stipends, special training, course/conference registrations or cash prizes. Only Special Education staff may apply.*

Grade/Department: _____ Estimated # of Students that will benefit: _____

Submitted by: _____ Total Amount Requested: _____

Principal's Signature: _____ Date: _____

Note each question has a character limit. Make sure when you save your document that all your text can be seen before sending it. Thank you

PROPOSAL DESCRIPTION: What will you do with the money you receive?

CAN THE PROJECT BE USED OVER MANY YEARS, OR IS THERE A LIMITATION? Please explain:

BUDGET: Please be specific and take into consideration shipping and handling charges, if applicable. Purchases are exempt from state sales tax.

Please indicate if you will consider partial funding. YES ____ NO ____