



POOLESVILLE HIGH SCHOOL PTSA MINI-GRANT PROGRAM



Small Grants. Big Impact.



WHAT IS IT?

The PHS Mini-Grant Program provides funding for innovative projects that enhance the educational experience, promote student engagement, and strengthen our school community.



WHAT FUNDS ARE AVAILABLE?

Up to \$500 per project.

Larger requests may be considered with a presentation at a PTSA meeting.



HOW TO APPLY

- 1 Complete the application form.
- 2 Submit anytime (rolling basis).
- 3 Proposals are reviewed by the PTSA Board and members.



HOW FUNDS ARE DISTRIBUTED

You will either:

- make purchases, save receipts, and request reimbursement

OR

- have the PTSA make the purchase (for certain projects).

No upfront payments or cash.

Non-consumable items become PTSA property.



IMPORTANT

Not all grants may be funded.

You may apply again next year.

Students can also request to present at a PTSA meeting (3rd Tuesday of each month).



WHO CAN APPLY?

Any PHS student or teacher/staff member with a current PTSA membership.

(At a minimum, club sponsors and leaders must be PTSA members.)



EXAMPLES OF PROJECTS

- After-school clubs
- Workshops & enrichment
- Student community-building
- Service projects
- Materials/resources that support the school's curriculum & extra curricular activities



TIMELINE

- ✓ Awards announced in 2–4 weeks.
- ✓ Use funds within the school year.
- ✓ Multi-year projects can apply again each year.



NEED IMMEDIATE ATTENTION?

If your grant application requires immediate attention please email the PTSA after you submit your completed application. Our review process is once a month during the second week of the month September to May. Outside of that time or if you have an immediate needs for funds please email ptsapoolesvillehs@gmail.com.



REQUIRED REPORTING

Submit within 30 days of project completion:

- Brief summary of outcomes
- Photos
- Final budget (if available)
- Receipts



EVALUATION CRITERIA

Projects are reviewed based on:

- Impact
- Enrichment & well-being
- Feasibility & sustainability
- Budget clarity
- Innovation & creativity



QUICK TIPS FOR SUCCESS

- 1 Answer all questions clearly and with detail.
- 2 Be specific about how the funds will be used.
- 3 Include a realistic timeline.
- 4 Let us know if you can't complete your project or don't use your award (cannot be carried over).
- 5 Keep your reimbursement or check request to the exact amount.

TOGETHER, WE CAN BRING GREAT IDEAS TO LIFE!