

# Winnona Park PTA Staff Grant Process

WPES teachers and staff are encouraged to apply for grants to fund projects that enhance our school's educational mission, learning environment, and/or community.

To streamline the PTA grant process and leverage additional grant funds, we have revised our application protocol for the 2018–19 school year:

1. A faculty or staff member, who is also [a current member of the school's PTA](#), completes the [DEF Teacher Innovation Grant application](#) by September 14, 2018 (5:00pm) for the fall cycle. *Note: There is not a separate WPES application for teacher grants; all applications will go through DEF.*
2. Grant applications will initially be reviewed and awarded by DEF. Any grant application not funded, or partially funded, by DEF will then be forwarded to the WPES PTA Grants Committee.
3. The Grants Committee will review the applications, prioritize them within the available budget, and then make funding recommendations to the PTA board.
4. The PTA board will vote on the recommendations.

## FAQs

Q: How much funding is available?

A: The DEF awards grants ranging from \$200 to \$3,000 per teacher per project. The PTA's total annual grant budget is \$3,100.

Q: How often can I apply?

A: There are two grant cycles: in the fall (deadline: September 14, 2018) and—if there are remaining funds in the budget—in the spring (deadline: February 15, 2019).

Q: What is the timeline for the fall grant cycle?

A: Applications are due on September 14, 2018, by 5:00pm. Applicants will be notified of DEF funding on September 28, 2018, and awardees are required to attend a grant meeting on October 3, 2018, at 4:00pm. If the grant is not funded by DEF, the WPES Grants Committee will review the application and make a recommendation, which will be voted on at the October 10 PTA board meeting. Awardees will be notified of funding by October 12, 2018.

Q: Why change the grants process at WPES?

A: Coordinating with DEF means greater access to a larger pool of funds, and higher likelihood of funding. Using only the DEF application helps streamline the process for applicants and Grants Committee members.

Q: Who can I contact with questions?

A: If you have questions about the DEF grant application specifically, email [info@decatureducationfoundation.org](mailto:info@decatureducationfoundation.org). If you have questions about the grants process at WPES, contact Grants Committee co-chairs Heidi Hill ([heidihilled@gmail.com](mailto:heidihilled@gmail.com)) and Kate Swett ([kateswett@gmail.com](mailto:kateswett@gmail.com)).