

## Apply for a MBHS-PTSA Minigrant

Para traducción en español  
llamar a, 301-230-3073  
(Hispanic Hotline Office),  
desde las 8:00 a.m. a las 4:15  
p.m. de Lunes a Viernes.  
(Fax: 301-230-0685)

# We want to give you Money! Apply Now.

Montgomery Blair High School PTSA

Minigrant Procedures/Dinero para sus proyectos | 2009-10 School Year

**Deadline: Friday, November 13, 2009, 5:00 pm**

Through the Minigrant Program, the **PTSA supports projects initiated by staff, students, parents or guardians.** The PTSA has budgeted \$9,000 for minigrants for the 2009-10 school year. When you apply for a Minigrant, please use the application form on the back of this flyer (or on page 2 of the electronic version). Due to limited resources, awards may be more competitive this year.

### The Minigrants are divided into three groups:

- 1. Large-Scale Minigrants (up to \$500):** For projects that will **benefit the whole school, a whole grade, or at least 500 students.** Teachers in a given grade might want to decide together whether they'd rather do one large, schoolwide project or a gradewide project. Specialists (such as P.E., art, and ESOL teachers) are also invited to apply for Large-Scale support.
- 2. Smaller-Scale Minigrants (up to \$200):** For projects that **benefit at least 100 students.**
- 3. Club Minigrants (up to \$100):** For projects initiated by an extracurricular school club.

All student/parent/guardian applications **must be reviewed and sponsored by a member of the Blair High School staff;** they are the only individuals who are permitted to receive the minigrant funds on behalf of the project. The staff member should be connected to the project activity or academic department. In addition, before you decide to submit an application, we urge you to discuss your idea with your supervising administrator or one of the staff liaisons to the Minigrant Committee. They may know of other non-PTSA funding. PLEASE NOTE: Projects which already receive PTSA funding or are academically graded are not eligible.

The Minigrant Committee will review the applications and present recommendations at the October PTSA meeting. In the case of competing grants (for two Large-Scale grants for the same grade from nonstaff applicants, for example, or for two very similar school-wide projects), the PTSA will evaluate them and award the grant to the project that best supports the PTSA's mission (as stated here: [http://www.pta.org/aboutpta/mission\\_en.asp](http://www.pta.org/aboutpta/mission_en.asp)). The selection committee will give priority to projects that benefit students directly over those for school infrastructure improvements or those that may have alternate funding. When submitting multiple applications by a single individual, please prioritize your requests in your project descriptions.

It is our sincere hope that the minigrants will enable you to fund some fun, enriching projects for Blair's students that might not otherwise have been feasible. *If you have any questions, or suggestions about the way we administer these funds, or if you'd like to join the Minigrant Committee, please contact :*

- ◆ **Co-chairs:** Gail Peck, Parent (301.587.1714, [gpeck@peckstudios.net](mailto:gpeck@peckstudios.net)); Judith Arbacher, Parent (301.587.6020, [r-jarbacher@erols.com](mailto:r-jarbacher@erols.com)). We will need a new Co-chair next year — help out this year and consider co-chairing next year.
- ◆ **Staff Liaisons:** Lansing Freeman, social studies (301.649.2854, [Lansing\\_C\\_Freeman@mcpsmd.org](mailto:Lansing_C_Freeman@mcpsmd.org)); Donna Franklin, School Financial Assistant (301.649.2824, [Donna\\_M\\_Franklin@mcpsmd.org](mailto:Donna_M_Franklin@mcpsmd.org)) and others welcome
- ◆ **Students:** Current SGA PTSA Liaison and others welcome

***(Being on the selection committee is really fun – you're giving money away! – and it involves just one meeting and fielding a few queries. Please volunteer if you can, by contacting Gail Peck or Judith Arbacher ASAP.)***

## Be Creative. Please apply! It's easy!

Application  
on back of  
this flyer.

**Past minigrant awardees include:** Forensics Team, NSL department incentives, ESOL reading contest, science field trips, Diversity Workshop, French Honor Society, Blair beautification and grounds projects, InToNation CD Project, Music Literacy materials, Hip-Hop Club, Ceramics/Sculpture class materials, Chess Club, Character Development DVD series, AFI educational screenings, ESOL Field Trip, conference support; SGA events, banners; books for reading programs; materials for special science demonstrations.

## Blair PTSA Minigrant Application Form, 2009-10/ Dinero para sus proyectos

**Section 1:** Name of your proposed project: \_\_\_\_\_ Requested amount: \$ \_\_\_\_\_

Your committee, or group name, or academic dept.: \_\_\_\_\_

Your name: \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Are you a  Blair Teacher/Staff  Blair Student  Parent/Guardian | Is this a  Club  Academic Dept  Other

**STUDENTS AND PARENT/GUARDIAN APPLICANTS REQUIRE A TEACHER/STAFF SPONSOR.** Please have staff sponsor sign below:

Name of staff sponsor (if other than applicant): \_\_\_\_\_ Email: \_\_\_\_\_

Signature of applicant or staff sponsor \_\_\_\_\_ Date \_\_\_\_\_

**Section 2: We urge you to discuss your idea with your supervising administrator and/or one of the teacher liaisons to the Minigrant Committee before you submit application to the PTSA. There may be an appropriate non-PTSA source of funding for your project or need. For Academies, alternate PTSA grants may be available, please contact PTSA officers for more information. For electronic teaching aids please consider departmental funding that is often available for this purpose.**

Have you discussed this application with an administrator, teacher liaison to the Committee, or your sponsor to determine if this request is appropriate?  Yes  No **Please note:** Projects which already receive PTSA funding or are academically graded are not eligible.

Please briefly describe your project: \_\_\_\_\_

Approximate start date: \_\_\_\_\_ End date: \_\_\_\_\_

**Section 3:** Please answer the questions below. You may add as much additional space and information for your description as you like. Remember there are three categories of grants: **Large-Scale:** Grants up to \$500 which benefit at least 500 students; **Smaller-Scale:** Grants up to \$200 which benefit at least 100 students; **Club Grant:** Up to \$100 and can benefit less than 100 students

- ◆ Who will the project serve and how many students?
- ◆ How will the students benefit?
- ◆ If relevant, will the project benefit other teachers or grade levels?

**Please note** that minigrant funds are intended to benefit the Blair HS community during this school year; notification of awards will include a schedule for distribution and use of the funds. **Minigrant Awards that are not disbursed by March 31, 2010 will be subject to redistribution by the PTSA Leadership.**

**Section 4:** If only partial funding is offered for this application, will you still be able to complete this project in this school year?

Yes  No. If Yes, what is the minimum amount of funding you need? \$ \_\_\_\_\_

How will you compensate for not receiving the full funds? (e.g. cut back on the scope? raise additional funds?, etc.) \_\_\_\_\_

If you're using the money to purchase an item or items, have you provided a sample, a list, or clear description of the item(s) (such as from a catalog) with this application?  Yes  No

**Section 5:** If not selected for a minigrant, would you like the PTSA to pursue possible outside grants on your behalf.  Yes  No.?

The PTSA would like to keep the Blair community informed about all the great work being done with minigrants and will follow up with all awardees. Please be prepared to document and provide feedback on your project.

**All applications: due FRIDAY, NOVEMBER 13, 2009, 5:00 PM, to the PTSA Box at Blair, or fax to 301-587-9031, or e-mail to Gail Peck (301.587.1714, gpeck@peckstudios.net) or Judith Arbacher (301.587.6020, r-jarbacher@erols.com). For additional copies of this form, please check [www.ptsa.mbhs.edu](http://www.ptsa.mbhs.edu) or contact one of the co-chairs.**