**Orange High School PTSO**

**Mini-Grant Guidelines Fall 2019**

The PTSO offers mini-grants to OHS teachers and staff to support the academic needs of OHS students. Our priority is to encourage creativity and innovation in teaching. We prioritize projects that will serve a large number of students over an extended time period, and we actively seek to support a wide range of departments/units.

The following policies and procedures apply:

1. The maximum award amount is $300.
2. If awarded a grant, the teacher or staff member can purchase the items and submit receipt(s) to the PTSO for reimbursement. If this is not possible, other arrangements can be made.
3. **If awarded a grant, all purchases must be made and receipts for reimbursement must be submitted by November 25, 2019, or the grant will be considered revoked so the funds can be made available to another project.**
4. If awarded a grant, teachers will submit by January 31, 2019, a brief follow up “report” using a template provided by the PTSO. Failure to submit the report will mean that applicants are ineligible for mini-grants during the next school year.

If teachers or staff have any questions, they can email the PTSO at **ohsptso@gmail.com.**