

The Staff Grant Process

The staff grant is filled out and submitted to the principal.

The principal determines the funding source-
i.e., PTA, District,
NSD Foundation or School Budget.



Principal passes staff grant applications
to the grants committee for review.



Grants Committee presents grants to the
PTA Executive Board for a vote.

Approved



Grants Committee will notify staff members
of approval status via email.



Staff Members whose grants have been approved will receive an email
with further instructions for how to proceed.

Staff member should expect a check in a timely manner.