

October 24, 2011

Dear Teachers and Staff:

Attached you will find a copy of the 2011 PTSA Mini-Grant application. You can also find the application on our website at www.lbssptsa.org. The document is available in both Word and PDF formats. The due date for the mini-grant application is November 11, 2011 and notification of awards will be on December 12th. Please note that you must be a Lake Braddock PTSA member to receive an Education Mini-Grant. PTSA membership applications are available on the PTSA website at www.lbssptsa.org.

A mini-grant is a small monetary award for special projects that will enhance and support teaching. Some examples of previous grants are: fees for speakers, laboratory supplies and book club materials. Before applying, we ask that you investigate other sources of support available through the school, i.e. your department chair. Grants **cannot** be awarded for substitute teachers, transportation (including busses for field trips) or personal conference expenses.

We hope you will take advantage of this program to supplement the resources currently available to you in the classroom. Please return the completed grant application to the PTSA mailbox in the main office. If you have any questions, feel free to call or e-mail us.

Sincerely,

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