

October 20, 2009

Dear Teachers and Staff:

Attached you will find a copy of the 2009 PTSA Mini-Grant application. You can also find the application on our website at [LBSSPTSA.org](http://LBSSPTSA.org). The document is available in both Word and PDF formats. The due date for the mini-grant application is November 6, 2009 and notification of awards will be on December 11th.

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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