

BROOKS MUSEUMS MAGNET ELEMENTARY SCHOOL PTA

2011-2012 STAFF MINI-GRANT APPLICATION FORM

Mini-Grant applications are considered three times a year with an opportunity for a fourth if funds remain in the PTA line item. At the first three Mini-Grant committee meetings, up to \$1000 will be funded. Grants can be applied for in any amount, up to \$1000. Submission of the Mini-Grant application must be made by the deadline set by the Mini-Grant Committee. Dates for application submission and meetings will be provided by the PTA Mini-Grant committee chairperson.

Mini-Grant applications should have the school principal's signed approval before submission.

The Mini-Grant committee will vote on the applications. The PTA Mini-Grant committee chairperson will then notify the applicant(s) whether his or her request has been approved or denied. PTA Mini-Grants are to fund instructional projects only and must benefit the school as a whole, an entire grade level or classrooms that pull from the general student population. Please note that PTA Mini-Grants are not available to fund items for individual classrooms and grade or classroom parties.

Instructions: Complete the following information. Please be as thorough as possible. If the committee needs additional information, the process may be delayed. If you have any questions, contact:

Lisa Moore
Mini-Grant Committee Chairperson
lmoore.raleigh@gmail.com

APPLICANT INFORMATION

Name(s): _____

Position: _____

GENERAL INFORMATION **AMOUNT REQUESTED:** _____

Title of project: _____

Curriculum area(s) supported: _____

Number of students that will directly benefit from the grant: _____

Project Starting Date: _____ Project completion date: _____

Will you consider partial funding for the project proposal: _____

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**SPECIFIC GRANT INFORMATION
(ATTACH SHEETS IF NECESSARY)**

1. Provide a summary of the proposed Mini-Grant.
2. What are the goals and objectives of the project, item(s), etc.?
3. What skills, ideas, or experiences will be learned by the students through the grant project, item(s), etc.?
4. Provide a detailed and specific budget.
5. Have you considered other funding sources, grants, etc.?

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Mini-Grant recipients agree to accept the following responsibilities:

Recipients must implement the project as presented and must inform the PTA of any changes before they occur. Funds may not be used for projects or expenses outside of what has been approved by the PTA Mini-Grant Committee.

Receipts and/or check requests must be submitted to the PTA Treasurer within 30 days of approval unless otherwise stated by the PTA Mini-Grant Committee.

Progress must be communicated to the PTA when requested by the PTA Mini-Grant Committee Chairperson.

I/we agree to fulfill the responsibilities outlined in this proposal.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

I have determined that a PTA Mini-Grant is the best and most appropriate way to fund this proposal.

Principal's Signature: _____ Date: _____

For PTA use only:

Request was **APPROVED/DENIED**.

Amount approved: _____

If denied, reasons below: (modified requests can be submitted for review at the discretion of the PTA Mini-Grant Committee)

PTA Mini-Grant Committee Chairperson Initial & Date: _____

PTA President Initial & Date: _____

PTA Treasurer Initial & Date: _____

Date of request received by the Mini-Grant Committee Chairperson: _____

Date of PTA Mini-Grant Committee Meeting: _____