

TEACHER MINI-GRANT APPLICATION FORM

Mini-Grant applications are considered three times a year with an opportunity for a fourth if any funds are remaining 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 five days prior to the scheduled Mini-Grant committee meeting. 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. Please note that PTA Mini-Grants are not available to fund 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:

Michelle Weiland
Mini-Grant Committee Chairperson
gabishell@aol.com or 622-5935

APPLICANT INFORMATION

Name(s): _____

Position: _____

GENERAL INFORMATION

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: _____

BROOKS MUSEUMS MAGNET ELEMENTARY PTA

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: _____