2018-2019 PGES PTA Mini-Grant Application

The Pleasant Grove Elementary School PTA is proud to offer PGES staff the opportunity to receive funding for projects or purchases that will benefit the student population at PGES, in the form of mini-grants. As we are a new PTA, we anticipate starting small and building the fund in the future. If you are interested in applying for funding, follow the instructions listed below.

IMPORTANT: Before applying for a mini-grant, check with Principal Batten to confirm that the school does not have the resources to support your request. The PTA should be the last option for support.

Instructions

1. Fill out the form below in its entirety and include any supporting documentation. Please make sure that requested items are currently available for purchase (no backorders allowed, due to timing required for reimbursement by the end of the school year).

2. Upon completion of this form, please have Principal Batten review and sign your application in order to ensure no other funding is available for your project/purchase.

3. Return the completed application to pleasantgrovenc.pta@gmail.com, or to the PTA box in the teacher mailroom.

Process

The Mini-Grant committee will review all grant application forms, and either approve or deny the request. The committee will present their decision to the PTA board of directors, and the board will vote on the status of the application. The applicant will be notified of the decision via email. No funding will be granted for food or party activities.

Deadline

The first application deadline is November 1, 2018 and the second application deadline is March 1, 2019. Applications must be submitted for consideration by 3:00 p.m. on the deadline date. Applications can be turned in any time before this deadline. Mini-grants are on a first-come first-serve basis.

Applicant Information

Name(s): _____

Main Contact Email: _____

Relationship to PGES (please include specific information, such as grade-level teaching, specialist, support staff, etc.):

_____

Mini-Grant Request Information

Please circle one: Purchase or Project

Name of project/purchase: _____

_____

Total amount requested: _____

Will you consider partial funding for this project/purchase? _____

What other potential funding sources may be available? _____

_____

Have you asked parents for any of the requested items? If no, why not?

_____

Curriculum Area(s) Supported: _____

Number of students this project will benefit: _____

Grade(s) of students impacted: _____

Please provide a summary describing the goals of this project or purchase:

_____

_____

_____

_____

Please outline the proposed budget for this project or purchase. (Please be specific and list out expenses separately.)

_____

_____

_____

If this is a project, will it continue after the initial mini-grant funding?

_____ YES _____ NO

If yes, please note frequency – annually, monthly, weekly, etc.

Frequency: _____

If yes, how will it be funded in the future? _____

_____

Mini-Grant recipients agree to the following:

- Recipients will implement the project as presented to the PTA, and will inform the board of any changes prior to their occurrence.
- Funds may not be used for projects or expenses outside of what has been approved by the PTA Executive Board.
- Recipients will submit all receipts along with a completed PTA Check Request Form to the PTA Treasurer within a timely manner. Deadlines will be established after approval of the mini-grant.
- Recipients will communicate the results of the project or purchase to the PTA upon completion of the project.

I/We agree to fulfill the responsibilities outlined in this proposal and any supplemental related materials.

_____

Principal Signature Date

_____

Applicant Signature Date

_____

Applicant Signature Date

_____

Applicant Signature Date

PTA Use Only:

_____Approved _____Denied

If Denied, why:_____

Signature_____Date_____