



## 2020-2021 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. We are putting a \$250 limit on the funds requested. 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 [pleasantgrovec.pta@gmail.com](mailto:pleasantgrovec.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 application deadline is Friday, March 5, 2021.** 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-served 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.)

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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? \_\_\_\_\_

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**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.

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Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**PTA Use Only:**

\_\_\_\_\_Approved \_\_\_\_\_Denied

If Denied, why: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_