



Mini Grant Application

2011 - 2012

The purpose of the Mini Grant is to encourage and offer PTA support for a variety of school and community activities, events, and/or projects as well as classroom/teacher needs at Black Diamond Elementary.

The Board will evaluate the request based on many factors including need, durability, the number of students it benefits, and fund availability. If the criteria stated above is met, the proposal will be discussed and voted upon at the next general meeting. All grant applicants will receive notification of the status of their request prior to the next general meeting.

Please return completed Mini Grant applications to the PTA mailbox in the workroom at school or email your request to Karrie Hildebrand (Karrie@continuex.com) **No later than the 1st of the month prior to the funds being needed.** Requests for the month of December need to be submitted by November 1st.

DIRECTIONS FOR COMPLETING MINI GRANT APPLICATION:

1. Please complete **PART A** of application with a general overview of your request.
2. The "Budget Amount Requested" is a firm number. Any amount that exceeds this amount without prior approval may be considered a personal expense and may not be reimbursed by the PTA.
3. **PART B** needs to have a specific itemized list of all anticipated expenditures. This is for review and approval prior to any PTA funds actually being spent.
4. Once your application is approved, all receipts must be approved by the committee chair and submitted along with reimbursement voucher within 30 days of the event.

***Please allow 2 weeks for the board to review and approve your applications**

***If approved, we will ask that you come to the next general meeting for further questions from the membership**

Part A

Date: _____

Budget Amount Requested: _____

Person applying for grant:

Phone #/Email:

Items requested with description:

Specific Purpose:

Grade(s) & Number of students targeted: _____ / _____

Benefit to

students: _____

Frequency of usage (circle all that apply):

Daily

Monthly

Specific study unit only

Permanent/Ongoing

PART B

Item Description: _____

Cost per item: _____

Number of items: _____

Shipping: _____

Tax: _____

Total: _____

Item Description: _____

Cost per item: _____

Number of items: _____

Shipping: _____

Tax: _____

Total: _____

Item Description: _____

Cost per item: _____

Number of items: _____

Shipping: _____

Tax: _____

Total: _____