

PTA MINI-GRANT APPLICATION

Dated Submitted: _____

Teacher/Group Name(s): _____

Type of Grant (circle one):

Classroom Grant
Maximum \$50

Special Project Grant
Maximum \$400

School-Wide Grant
Maximum \$750

While mini-grants can be used at the discretion of the PTA leadership in conjunction with the administration, they are intended for unforeseen class related learning events. They are not intended to be used for budget overruns or school celebrations.

Note: If the PTA President does not approve the grant PRIOR to money being spent, the purchaser accepts the risk of not being reimbursed.

Please describe your project below including the curriculum connection for the students (use back if necessary). Also attach a budget summary to this application. It should include the items needed with the projected costs as well as vendors if appropriate.

****Requesting Teacher's Signature:** _____

***Items purchased and reimbursed by PTA are DRES property and are not to be taken off campus. If appropriate, register items with School Secretary.*

Note New Requirement: If grant requires purchase of technology, this grant must be reviewed and approved by DRES Technology Specialist prior to Principal's review.

Technology Specialist's Signature: _____

Please provide this form to the Principal for review.

- Approved
- Not Approved
- Need more information to process:

Comments: _____

Principal's Signature: _____

Date: _____

PTA President's Signature: _____

Date: _____

Treasurer's Authorization: _____

Date: _____

Budget Category: _____

Check No.: _____

Check payable to: _____

Check amount: _____