

MacFarlane Park PTA Staff Mini-Grant Program 2011-12 Academic Year Request Form



The mini-grant program provides discretionary funds to teachers and staff to enhance the educational experience at our school. The funds are intended to cover areas not covered by existing budgetary allotments or dedicated funds.

The following procedural rules apply:

1. Staff member fills out mini-grant application information below;
2. Staff member submits application to Principal for review;
3. Principal will review and approve or not approve;
4. Principal will present mini-grant application at next PTA Board meeting.
5. PTA Board will review and vote to approve or not approve.
6. PTA President or other Board member will notify staff member of approval or rejection.
7. Teacher or staff member submits receipts or invoices to the PTA Treasurer. The PTA Treasurer will cut checks up to the approved amount to the appropriate payee: district; school; teacher or staff member.

Name of Applicant(s): _____

Position(s): _____ Grade Levels to Benefit: _____

Description of Program to be supported with Mini-grant Request and how it benefits students:

How Materials will be purchased: By school/district Directly By Teacher or Staff By PTA

Estimated Number of Students Affected in Current Academic Year: _____

Will Program purchases benefit future students?: _____ Estimated # of Years: _____

Principal's Signature indicating Approval: _____

Date Reviewed by PTA: _____ PTA Approved: _____ PTA Denied: _____

Amount Approved: _____