



Mini-Grant Information

Purpose:

To provide funding for student educational enrichment programs for the classroom and/or larger groups of students within the CS Middle School that would not otherwise be funded by the district. Mini-grants may be used for materials that enhance and tie to the curriculum or enhance the classroom experience. The materials should not be able to be purchased through other existing avenues (i.e. department/grade level budget or annual class supply budgets). If there is a question regarding other options to finance the needed item(s), the building principal shall be consulted

Grants:

Teachers may apply for up to \$200 and will be awarded an amount based on the actual cost of their proposal. Receipts will be required to substantiate proposals once grants have been awarded.

Implementation Period:

Grants will be awarded in the week following the regularly scheduled PTO Meeting unless further information is required.

Due Date:

All applications should be submitted to building administrator at least one week prior to a regularly scheduled meeting. They will then be forwarded to the PTO for consideration.

Selection Criteria:

Parameters for approval shall include but not be limited to the following:

- Mini-grants shall apply to resources needed for the current school year
- Application to the curriculum
- Benefit to students
- The degree to which the project represents creative teaching ideas and innovative approaches to the accomplishment of proposal objectives.
- Proposal shows benefits to current students and future students alike.

Selection Process

- Application forms are available from your PTO Teacher Liaison.
- Applications must be complete and be submitted on time.
- Applications will be screened for the degree of compatibility with district goals, programs already in place and representation of best practices.
- It is HIGHLY recommended that applicants attend the regular meeting to discuss their project.

Responsibilities of Grant Recipients

- Use the award as approved in the grant proposal.
- Provide receipts for all expenditures.
- Share the outcomes of the program with the PTO



Mini Grant Application

Date: _____

Submitted By: _____

Type of Grant: _____ Individual

_____ Collaborative/Team

Name of Grant: _____

Amount
Requested \$ _____

Grade level/area to
benefit from grant: _____

Please provide a specific description of purchases to be made using mini-grant funds (include quantity, item and price.) Including catalog pages is helpful when appropriate. This information may be provided below or attached.

Please provide the goals and objective of the project or activity:

Describe the reasons for selecting this project or activity:

Describe how the project's effectiveness will be determined:

*Have you checked to be sure the item(s) are not covered by an existing budget? If you have any questions regarding this issue, please contact a building principal.

Date reviewed: _____

Approved: _____

Denied: _____

Reason denied: