

MINI GRANT GUIDELINES

PURPOSE

The purpose of the Mini Grant program is to provide financial support to teachers for individual classroom learning activities. These activities must have a positive effect on the academic achievement of students and benefit all children within the classroom. Examples of activities include educational materials, programs, field trips, etc.

AVAILABILITY

During the 2010-2011 school year, a total of \$4,000 will be available for Mini Grants. The maximum amount of a Grant is \$200, thus enabling a minimum of 20 teachers to benefit from the Mini Grant program. Grants may be awarded in amounts less than \$200, depending upon the activity and the request. The maximum Grant amount per teacher is \$200.

PROCEDURES

A Mini Grant application must be submitted to the PTO President for processing. Applications may be placed in the PTO Mailbox in the school office. The application must be received 7 days prior to the monthly PTO meeting, in order to be eligible for approval in the following month. All applications will be reviewed for consideration at the monthly PTO meetings and voted upon by the PTO officers.

Mini Grants will be considered and awarded in the order received.

FOLLOW-UP

At the end of the project term, the requesting teacher will be asked to submit a one-page summary on the effectiveness of the project, along with all receipts/financial documentation.