**PTA**

This form is also
available online at:

**2019-2020 PTA MINI-GRANT PROGRAM**

***APPLY NOW!***

**Website**: [http://www.blalackpta.org](http://www.blalackpta.org/) **Email**: grants@blalackpta.org

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| **Goal:** | Provide mini-grants to fund special programs, projects, items, and/or events that benefit individual classes, teachers, students, and the Blalack Middle School Community.  |
| **Who Can Apply?** | All teachers and staff, individually or in groups |
| **When is the Deadline?** | We intend to award mini-grants in two cycles: one Fall cycle and one Winter cycle.* **For Fall Cycle mini-grants, please apply by October 18th***You will be notified whether or not your application will be approved by November 8th, 2019.*
* **For Winter Cycle mini-grants, please apply by January 24th**

*You will be notified whether or not your application will be approved by February 14, 2020.* |
| **How do I Apply?** | Review the Mini-Grant Guidelines and complete the attached application. Email it to Raul Peralta |
| **Application Process?** | A group of volunteers from the PTA will review the applications and make the final determination on awards. The program is competitive and not all applications will be awarded funds.*If your request is denied, you may reapply.* |
| **How much can be requested?** | The maximum amount for any single award is $200. *Requests for lower amounts are also encouraged.* |
| **What Can the Funds be Used For?** | Funds may be used for the materials, books, resources, fees, or services requested in your application.  |
| **Process for Receiving Funds?** | Awardees make their purchases, save receipts, and request reimbursement, **OR** a request for a check in advance from the PTA Treasurer may be made. The PTA is NOT able to provide cash up front for any purchases. For more information, please see the attached Mini-Grant Guidelines. |

***To all Teachers and Staff of Blalack Middle School:***

We are pleased to kick-off our first year of the mini-grant program funded by the PTA. Mini-Grants can be used to help fund special programs, projects, items, and/or events that benefit individual classes, grades, all students, teachers or the Blalack School Community. Mini-grant awards can be requested for new materials for classrooms and school projects, programs, events, and school presentations.

The PTA has approved $1,000 for mini-grant projects
for the 2019-2020 school year.

Applications will be accepted in two cycles (fall and winter) during the 2019-2020 school year. The full $1,000 is available now and all teachers and staff are eligible to apply.

The maximum amount granted per application is $200.
Requests for smaller amounts are also encouraged.

Please fill out the attached application to apply and email it Raul Peralta, *staff grant committee chair*, at grants@blalackpta.org. A copy of the application is also available on the school’s PTA website http://www.blalackpta.orgUpon your submission, you will receive an email confirmation that your application has been received. If you have any questions, please contact
**Committee chair** atgrants@blalackpta.org

TIPS for Completing the Mini-Grant Application and

Spending a Mini-Grant Award

Please answer all questions on the application form clearly and with as much detail as possible. The more information you can provide on the application, the easier the selection process will be.

Specify clearly what the money you are requesting will go towards. For example, if you are requesting $100 for books, please clarify which books, how many you need and how much is the cost per book.

Specify an estimated timeline of when your project will be completed.

If awarded a mini-grant, please fulfill your project as close to the estimated timeline as possible. We understand that plans may change throughout the year and some projects may not be carried out to fruition. Please stick to your timeline as much as possible and if your plans do change, please let us know

If you are not able to complete your project, let us know so that we can offer funding to someone else. Please let us know if you do not use your award so that we can add that amount to the next mini-grant award cycle. Please understand that mini-grants cannot be carried over to the following year.

All mini-grant reimbursements or check requests should be for the specific amount of your purchase or project. Funding cannot be for more than the initial mini-grant awarded to you.

***Questions?***Contact Raul Peralta, *Staff grants committee chair*, at grants@blalackpta.org

Please answer all of the questions in detail. Your answers will be used to evaluate each request. If we have additional questions, we may call or email you for more information.

**2019 – 2020 PTA
Mini-Grants Program Application Form**

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**Email your application to Committee Chair, Staff Grant Committee chair, at** grants@blalackpta.org

**Deadlines:
October 18, 2019** (for Fall Cycle) **or January 24, 2020** (for Winter Cycle)

1. **Please provide all contact details for the Primary Contact below.**

Requestor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Funding Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: (\_\_\_\_\_) \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Applicant(s) name, position and contact information:

Blalack Middle School PTA Member?  Yes  No

*Note: Staff member must be a current year Blalack PTA member to qualify for grant money.*

*To join Blalack PTA, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. **Name and brief description of your proposed project:**

**FOR OFFICIAL PTA Mini-GRANT COMMITTEE USE ONLY**

Principal Approval  Yes  No

 Approved  Declined Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff PTA Membership Verified  Yes  No Date Requestor Notified of Application Status: \_\_\_\_\_\_\_\_\_\_\_\_

Grant Selection Committee Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PTA Check # \_\_\_\_\_\_\_\_\_\_\_ PTA Check Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Receipts Received/Grant Closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How will you use the funds? Please be as detailed as possible. If purchasing items with mini-grant funds, please describe the item(s), include cost per item and how many of each you intend to purchase. If available, please attach a web link or a copy of ordering information (like a page from a catalog) to this application.**

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| --- | --- | --- | --- | --- |
| Item/Program Description | Vendor | QTY (If Applicable) | Unit Cost | Subtotal |
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|  |  |  |  |  |
| Total Requested: |  |

1. **Has full or partial funding been sought and/or obtained elsewhere? If so, please explain.**

**If partial funding is provided by the PTA, how will the difference be funded?**

1. **Please provide a proposed timeline for your project, including when you expect to use the funds.** *(Please note that if you don’t use it, you will lose it. Mini-Grants cannot be carried over to the following year.)*

1. **Who will benefit from the project?**

Grade(s): \_\_\_\_\_\_\_\_\_\_\_\_ Approximate number of students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **If your project benefits a select group of students, please describe this group.**

1. **Please specify if and how your project relates to either the curricula, classroom learning, character education, or topics not part of the required curricula.**

Applications should be emailed to
(Committee Chair name)*, Staff Grant Committee chair*, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Fine Print

All items purchased with grant funding become property of Blalack Middie School. Supplies purchased for a specific teacher’s use will remain with the teacher or their tenure at Blalack Middle School. Supplies or technology purchase to support a grade level curriculum will remain with that grade level regardless of the assignment of the applicant.

**Funding Process :**

Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are **required** for all reimbursements.

Grant recipients have two options :

**Option** **1 : Reimbursement :** You purchase the product, then submit a reimbursement request form (with original receipts attached). The PTA Treasurer will write a check to the grant recipient for reimbursement.

PTA cannot reimburse sales tax. PTA will provide applicant with tax exempt information upon grant approval if needed.

**Option 2 : PTA direct payment** : Complete a reimbursement request form requesting payment to the vendor (attach a copy of the completed order form) The PTA Treasurer will write a check to the vendor and return the check to your school mailbox. You give the check to the vendor. Once you receive the order, you must send a copy of the invoice to the PTA Treasurer for PTA records within 30 days.

**Future Funding and Future Use :**

Repeat grant applications are permitted. However, when the PTA meets a grant equest, it is not a guarantee for future funding (such as funding the same initiative the following year).

Please Note : The Grant committee reserves the right to ask for additional information or clarification from the applicant.

You can view the scoring rubric used to evaluate the grants on our PTA website : http://www.blalackpta.org