

**STUDLEY ELEMENTARY SCHOOL PTO  
Mini-Grant Application**

Applicant: \_\_\_\_\_

Grade/Program : \_\_\_\_\_ Date of Application: \_\_\_\_\_

How many students will benefit from this grant? \_\_\_\_\_

How will this project/materials benefit your curriculum/students? \_\_\_\_\_

\_\_\_\_\_

Briefly describe your project/program, and what sources you plan to use.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \*\* Feel free to attach any additional information/supporting documentation \*\*

Please itemize estimated cost below:

\_\_\_\_\_

\_\_\_\_\_

Total: \$ \_\_\_\_\_

Upon approval, check to be made payable to:

\_\_\_\_\_

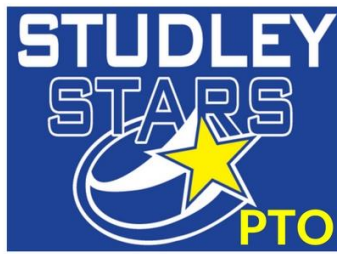
For PTO Board Use Only

Date Received by PTO: \_\_\_\_\_ Date Reviewed by Board: \_\_\_\_\_

Board Response:

Signatures

(two required) \_\_\_\_\_



## Mini-Grant Guidelines

1. Applicants must be a staff member of Studley for the 2016-2017 school year.
2. Completed application forms should be placed in the PTO mail box located on the PTO desk in the atrium.
3. Mini-grant applications will be reviewed *once a month* by the PTO board at the monthly PTO business meetings.
4. Applicants will be notified of approval/denial within two weeks of committee review. The applicant will receive an approval/denial letter in the staff mailbox.

*Please note: All approved mini-grants have 30 days for funds to be spent. If the funds are not utilized within 30 days of approval notification, the PTO will automatically re-distribute the approved amount of funds back into the reserved pool for Mini-grants and a new application will need to be submitted.*

5. The general procedure for reimbursement is as follows:
  - a. Once approved, the applicant should pay out of pocket for expenses related to the mini-grant. The amount to be paid shall not exceed the approved amount.
  - b. To receive reimbursement, the applicant is to submit all required receipts to the PTO. Please be sure to clearly state what the invoice/receipt is for, and applicant name. Please email/call the President and Treasurer to inform them when there is a reimbursement request in the PTO mailbox.
  - c. Once the receipts/invoice/proof of payment is obtained, the treasurer will reimburse the applicant via a check.
  - d. If pre-paying out of pocket expenses poses a hardship for you, please contact the PTO President to discuss your situation and the PTO Board will work with you to offer an alternate plan based on extenuating circumstances.
  - e. The PTO strongly encourages applicants to submit requests *prior* to purchase. Proof of purchase is not a guarantee of mini-grant approval. Funds are distributed until all budgeted funds have been allocated.
6. A record of all applications will be kept with the Studley PTO President.
7. There is a \$200.00 limit per mini-grant. Grants in excess of \$200.00 will be reviewed on a case by case basis and may require further information.

The PTO enthusiastically thanks you for researching and requesting additional funds for the students educational advancement.