



**LEESVILLE**  
ELEMENTARY SCHOOL PTA

## 2018-19 LES PTA Mini-Grant Application

The Leesville Elementary School PTA is proud to offer LES staff PTA members the opportunity to receive funding for projects or purchases that will benefit the student population at LES, in the form of mini-grants. If you are interested in applying for funding, follow the instructions listed below.

**IMPORTANT: Before applying for a mini-grant, check with Mr. Cohen to confirm that the school does not have the resources to support your request. The PTA should be the last option for support. NOTE: If the purchase is for software or any technology, please speak with Coreen Levy before applying for the mini-grant to make sure the purchase is compatible with school equipment.**

### Instructions

1. Fill out the form below in its entirety and include any supporting documentation. Please make sure that requested items are currently available for purchase (no backorders allowed, due to timing required for reimbursement by the end of the school year).
2. Upon completion of this form, please have Mr. Cohen review and sign your application in order to ensure no other funding is available for your project/purchase.
3. Return the completed application to the PTA box in the teacher workroom or the Vice President folder in the PTA bin in the office.

### Process

The Mini-Grant committee will review all grant application forms, and either approve or deny the request. The committee will present their decision to the PTA board of directors, and the board will vote on the status of the application. The applicant will be notified of the decision via email. No funding will be granted for food or party activities.

### Deadline

**All applications are due by November 1, 2018.** Applications can be turned in any time before this deadline. All applications will be reviewed, discussed, and voted on at the December board meeting.

PTA Use Only: MG \_\_\_\_\_  
Date Received: \_\_\_\_\_

**PTA MINI-GRANT APPLICANT INFORMATION**

Name(s): \_\_\_\_\_

Main Contact Email: \_\_\_\_\_

Relationship to LES (please include specific information, such as grade-level teaching, specialist, support staff, etc.):

\_\_\_\_\_

**MINI-GRANT REQUEST INFORMATION**

**PURCHASE INFORMATION:**

Name and brief description of items to be purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Curriculum Area(s) Supported: \_\_\_\_\_

Number of students this project will benefit: \_\_\_\_\_

Grade(s) of students impacted: \_\_\_\_\_

Please provide a summary describing the goals and benefits of this purchase:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please elaborate on who will use the items purchased, the frequency of use, and the duration of use. *(For example, all second-grade teachers every year during the first quarter or my entire class everyday this school year.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUDGET INFORMATION:**

Total amount requested: \_\_\_\_\_

Please itemize your purchase request below.

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Will you consider partial funding for this purchase? \_\_\_\_\_

**Mini-Grant recipients agree to the following:**

- Recipients will implement the project as presented to the PTA, and will inform the board of any changes prior to their occurrence.
- Funds may not be used for projects or expenses outside of what has been approved by the PTA Executive Board.
- Recipients will submit all receipts along with a completed PTA Reimbursement Form to the PTA Treasurer within a timely manner. Deadlines will be established after approval of the mini-grant.
- Recipients will communicate the results of the project or purchase to the PTA upon completion of the project.

I/We agree to fulfill the responsibilities outlined in this proposal and any supplemental related materials.

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Principal Signature

Date

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Applicant Signature

Date

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Applicant Signature

Date

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Applicant Signature

Date

**PTA Use Only:**

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

If Denied, why: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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ELEMENTARY SCHOOL PTA

**2018-19 LES PTA**  
**Mini-Grant Application**

**MY MINI-GRANT CHECK LIST**

- ✓ Mr. Cohen has signed and approved my mini-grant application
- ✓ I have paid my PTA dues
- ✓ I have unsuccessfully tried to receive funding from other means
- ✓ I am able to pay for my items and then submit a reimbursement form to the PTA

**HELPFUL REMINDERS**

- November 1, 2018 is the application due-date
- Turn in completed applications to the PTA box in the teacher workroom or the Vice-President folder in the PTA bin in the office
- Contact Lauren Noyes at [vicepresident@lespta.com](mailto:vicepresident@lespta.com) for any questions/concerns/help