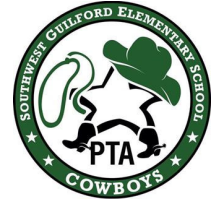


Southwest Elementary PTA Teacher Mini-Grant Request Form



SWES PTA sets aside a portion of its annual budget to fund teacher requests or “mini-grants” for purchase of classroom materials or special events needed to improve the educational environment for teachers and students. These funds help to supplement district and school-site funding. These “mini-grants” are for one-time funding per school year per teacher. Additional funding for the same or similar requests needs to be resubmitted for each school year.

Project Title: _____ **Expected start date:** _____

Teacher Name(s): _____ **Grade(s):** _____

Amount requested: \$ _____ **Number of students impacted:** _____

Purpose of Request: (Summarize the project in 250 words or less)

Benefits: Describe the benefit to targeted students. Be specific about the advantages your project offers, giving reasons why this proposal should be funded. If this helps meet any state standards, please specify.

*Use additional pages as needed.

I have read and agree to abide by the SWES PTA Teacher Mini Grants Rules and Procedures.

Teacher(s) Signature: _____ Date: _____

Principal Approval: _____ Date: _____

PTA Approval: _____ Title: _____ Date: _____

Amount Approved: _____

SWES PTA Teacher Mini Grants Rules and Procedures

Mini Grants are available based on availability of funds. Mini Grant are funded through our Year Long Fundraisers, also known as Passive Giving. Mini Grant sizes range from \$50-\$100 per teacher. Teachers, in good standing, may pool together to submit larger grant requests.

Expenditures not permitted with a PTA Teacher Mini Grant

The following are not allowed to be purchased with mini grant funds:

giveaways, rewards, incentives, food, travel, certificate requests, salaries (including substitutes' salary) and staff development or to supplant existing funding opportunities.

Computer hardware such as Nooks, Kindles, iPads, laptops, desktops & regular printers; web-based programs; and subscriptions may be purchased with prior PTA approval only.

This is not a comprehensive list and we reserve the right to make adjustments.

Who can apply for Mini Grants

Teachers who are PTA Members in good standing are eligible to apply for PTA Mini Grants. Teachers of "Specials" who received line items in the PTA Budget for the school year, are not eligible to submit mini grants as they have already been allotted funding. Each teacher may receive only one mini grant per school year. If you are unsure whether you qualify, please contact the PTA at info@swespta.org.

Additional rules

1. All items, including instructional materials, purchased with money from PTA Mini Grants are the property of the school, not the individual teacher, and must remain with the originating school if the teacher moves to a different school or leaves the District.
2. All expenditures must be in compliance with PTA By-Laws, found at <https://swespta.org/about-the-pta> and rules and regulations governing 501(c)(3) organizations.

Mini Grant Application Process

1. Draft a mini grant request on the Teacher Mini Grant Request Form. Please take the form seriously and provide as much information as possible. We reserve the right to return incomplete forms for additional info. This may delay the request by one month per each return.
2. Have your grant request approved by the SWES Principal.
3. Submit the signed and Principal approved grant request to the PTA at info@swespta.org or the PTA President's mailbox by the **First Monday of each month at 12:00 Noon**.
4. The PTA will review the request and **respond by the third Monday of each month** at end of day.
5. Once approved, please make your purchase and submit the receipt or invoice to the PTA along with the SWES PTA 2019-2020 Check Request Form and a copy of the approved mini grant request.
6. Alternatively, you may submit a copy of your PTA approved mini grant request to the school Treasurer for purchase order completion, once fully approved.