

# Mini-Grant Info

The Aldert Root Elementary School PTA offers small grants to aid special programs proposed by teachers and staff. This Mini-Grant program aims to serve as many Root students as possible. The PTA Mini-Grant program encourages grant applications from many segments of the Root community. You are welcome to apply if you are a:

- teacher
- administrator
- staff member
- student (with support of a sponsoring staff member)

If you have any questions, please contact the PTA presidents.

## **What a Mini-Grant Can Fund**

Grants may fund equipment, supplies, books, special events and other needs. Some preference is given to applications that benefit all students and/or provide durable materials. However, we want to balance that against the needs of each grade and department so please apply!

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## **What a Mini-Grant Can't Fund**

Based on PTA guidelines, here are the general limits of mini-grant funding:

- No food
- No field trip transportation
- No individual scholarships

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## **Distribution of Funds**

*The PTA should be guided by the principle that a gift to the school should benefit the largest possible number of students.*

Requests for **durable** materials have a funding maximum of **\$500**. Durable is defined as having an expected life span of three or more years. This would include most equipment and book requests.

Requests for **non-durable** materials have a funding maximum of **\$250**. This would include most subscriptions, supplies and special events.

**All durable materials purchased through a PTA mini-grant become the property of Aldert Root Elementary School.** Materials must remain at the school in the event that the

requesting staff member leaves. While the intent of the original project should always be considered, the principal may reallocate materials over time to best meet new circumstances.

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### **Application Process**

A funding form titled the [PTA Mini-Grant Application](#) is used to request funding from the PTA Mini-Grant program.

- Get a printer-friendly version of the PTA Mini-Grant Application from the PTA mailbox.
- Pick up a funding application form in the PTA mailbox from the Mini-Grant folder in the school office.
- Applications should be submitted to the principal. He will consider how the project fits into the school's short and long term objectives and other available funding. The principal must sign the application before forwarding to the PTA.
- Applications will be forwarded to the PTA presidents. Clarifying questions may be asked and noted on the application or an attachment. The PTA presidents may suggest alternative funding from outside groups.
- Applications will then go to the Board of Directors for a vote. The results of the vote will be communicated to the applicants as soon as possible. Possible outcomes are full funding, partial funding, deferred and denied. Votes may be deferred if there are still questions or the PTA budget requires that we wait for additional funding. The committee may add restrictions to the request such as funding individual line items.
- Grant winners will submit receipts or invoices by filling out the PTA's Requisition for Payment Form. Grant winners will have 60 days from notification (or 30 days from the last date of an event) to submit their expenses. Exception: all check requests must be received by the PTA treasurer by June 1st. Any unused grant money will be returned to the mini-grant pool for future requests. Expenses over the approved amount will NOT be reimbursed.

**Application Deadline:** Applications will be accepted from approximately August 15th to April 1st each year, depending on the school calendar.

### **Hints for a successful application**

- Applicants should be as thorough as possible when writing objectives and explaining the budget. Estimate any sales tax and/or shipping charges or they will NOT be reimbursed. Feel free to attach copies of articles, reviews, catalogs, etc. Please indicate if partial funding will be accepted.
- Make sure to fill out the application completely.
- Be as specific as possible about how you would spend the grant money. The PTA Board of Directors will use the information you provide in order to evaluate your proposal. So tell us everything you think we should know.
- Be clear and thoughtful about how the Root community will benefit from what you propose.

- Feel free to contact us with any questions. The Mini-Grant program is more a cooperative than a competitive process.
- Preference will be given to applications from teachers and staff who are participating members of the Root PTA.