

Reidy Creek PTA Mini-Grant Program

The Reidy Creek PTA Mini-Grant Program aims to support and fund selected programs and activities that enhance the overall experience of the students. It is the responsibility of the PTA to ensure that the funds are used to benefit the student population at large. Grant requests will be reviewed by the Mini-Grant Committee and selected in such a way as to evenly distribute funds across all grade levels and classrooms as much as possible.

Mini-Grant funds are part of the PTA's annual budget allocation funded by PTA dues, contributions, and money earned through PTA fundraising activities. We respectfully require that the individual(s) submitting an application must be current member(s) of the Reidy Creek PTA in order to be considered.

The Mini-Grant Program includes a 5 – step process:

1. A teacher/staff member (either individually or as a group) fills out the Mini-Grant Application and turns it into the PTA.
 - a) All participants need to be current PTA members.
 - b) The form must be filled out in its entirety before being submitted and must include all relevant documentation (i.e. invoices, estimates, etc...)
 - c) The form needs to be reviewed and signed off by the principal before being submitted to the PTA for review.

*NOTE: If any of the above criteria are not met then the Mini-Grant will not be processed until all of the previous steps have been fulfilled.

2. The PTA President reviews the grant to ensure the form is filled out completely, the financial documentation is included, and that all persons requesting the Mini-Grant are current PTA members.
3. The Treasurer ensures that funding is available to cover the Mini-Grant request.
4. The Mini-Grant Committee reviews the grant(s) and decides whether or not to approve the grant request based off specific criteria. (i.e. Is this going to enhance our students learning/curriculum/knowledge or is this something that will benefit the school, the teachers, the staff etc...)
5. All approved Mini-Grants must be presented to and voted on by the members during one of the monthly PTA Association meetings.

Mini-Grants can be submitted anytime throughout the school year. However, the PTA is setting a "soft" deadline of October 1st. All Mini-Grant requests turned in by October 1st will receive priority funding and an expedited process. Any Mini-Grants turned in after October 1st may take up to 8 weeks to approve and fund.

The Mini-Grant Committee is selected to take on the task of reviewing each Mini-Grant and deciding whether or not to fully fund, partially fund, postpone funding, or deny funding. The Mini-Grant Committee's decisions are final and are not eligible for appeal.

Mini-Grant Committee:

1. The Mini-Grant Committee is made up of current PTA members that are selected by the PTA President.
2. The committee must have a minimum of three members.
3. The committee must include at least one Executive Board Member.
4. In the event that there is not a Mini-Grant Committee available, the Executive Board can process Mini-Grant Applications.

Mini-Grant Application Requirements:

1. The applicant(s) must be current member(s) of the PTA.
2. The Mini-Grant Application must be completed in its entirety. This includes a printed quote, estimate, or other supporting documentation for the requested amount. Any application forms that are missing information will be returned without being processed.
3. The amount requested on the Mini-Grant Application must include tax and handling fees. Effort should be made to find the most economical options.
4. Multiple Mini-Grant requests must be prioritized and an application form must be submitted for each request.

Mini-Grant Approval Process:

1. The Mini-Grant Committee will complete the bottom portion of the Mini-Grant Application and provide a copy to the applicant(s.)
2. Original receipts must be provided to the PTA Treasurer for all requests.
3. Invoices should be provided and vendors will be paid directly by the PTA Treasurer.
4. Mini-Grants are not to be used for reimbursement purchases made by an individual prior to receiving Mini-Grant approval.
5. Under no circumstances should cash or advances be provided by the PTA.
6. The Mini-Grant Committee should track Mini-Grants by grade level as well as those submitted by staff. As well as keeping track of the amounts funded versus the PTA's Mini-Grant budget to ensure that the total of the Mini-Grants does not exceed the approved annual budget.

Mini-Grant Application:

Activity/Project Name_____

Applicant Name(s)_____Grade_____

Date of Event_____ Requested Amount_____

Primary Contact_____ Email_____

1. What are the details of the activity/program/project?_____

2. Describe the curriculum goal_____

3. Who will benefit from this and how many children will be involved?_____

➤ **This Mini-Grant Application has been reviewed by the Reidy Creek Elementary Principal,**
[Signature] _____ [Date] _____

****Please attach all necessary documentation to this Mini-Grant Application.***

PTA OFFICE USE:

Are all of the applicants current PTA Members? ___Yes ___No

Reviewed:

- PTA President_____ Date_____
- Mini-Grant Committee Member_____ Date_____
- Mini-Grant Committee Member_____ Date_____
- Mini-Grant Committee Member_____ Date_____

Mini-Grant Committee select one funding option and provide explanation:

_____ Fully Funded _____ Partially Funded _____ Funding Postponed _____ Funding Denied

Explanation:_____
