



JANIE STARK ELEMENTARY PTA 2018-2019 PTA MINI-GRANT PROGRAM

APPLY NOW!

Website: www.janiestarkpta.org Email: grants@janiestarkpta.org

Goal:	Provide mini-grants to fund special programs, projects, items, and/or events that benefit individual classes, teachers, students, and the Janie Stark Elementary School Community.
Who Can Apply?	All teachers and staff, individually or in groups
When is the Deadline?	<ul style="list-style-type: none"> • For Spring Cycle mini-grants, please apply by <u>Friday January 18, 2019</u> <i>You will be notified whether or not your application will be approved within 30 day from the application date.</i>
How do I Apply?	Review the Mini-Grant Guidelines and complete the attached application. Email it to Teacher Grants, PTA Committee chair, at grants@janiestarkpta.org
Application Process?	A group of volunteers from the PTA will review the applications and make the final determination on awards. The program is competitive and not all applications will be awarded funds. <i>If your request is denied, you may reapply next school year.</i>
How much can be requested?	The maximum amount for any single award is \$500. <i>Requests for lower amounts are also encouraged.</i>
What Can the Funds be Used For?	Funds may be used for the materials, books, resources, fees, or services requested in your application.
Process for Receiving Funds?	Awardees make their purchases, save receipts, and request reimbursement, OR a request for a check in advance from the PTA Treasurer may be made with invoice attachments. The PTA is NOT able to provide cash up front for any purchases. For more information, please see the attached Mini-Grant Guidelines.

To all Teachers and Staff of Janie Stark Elementary:

We are pleased to kick-off the mini-grant program funded by the PTA. Mini-Grants can be used to help fund special programs, projects, items, and/or events that benefit individual classes, grades, all students, teachers or the Janie Stark Elementary School Community. Mini-grant awards can be requested for new materials for classrooms and school projects, programs, events, and school presentations.

**The PTA has approved \$2,500 for mini-grant projects
for the 2018-2019 school year.**

The full \$2,500 is available now and all teachers and staff are eligible to apply.

**The maximum amount granted per application is \$500.
Requests for smaller amounts are also encouraged.**

Please fill out the attached application to apply and email it Teacher Grants ,*PTA Committee chair*, at grants@janiestarkpta.org A copy of the application is also available on the school's PTA website, www.janiestarkpta.org. Upon your submission, you will receive an email confirmation that your application has been received. If you have any questions, please contact us at grants@janiestarkpta.org

**TIPS for Completing the Mini-Grant Application and
Spending a Mini-Grant Award**

Please answer all questions on the application form clearly and with as much detail as possible. The more information you can provide on the application, the easier the selection process will be.

Specify clearly what the money you are requesting will go towards. For example, if you are requesting \$300 for books, please clarify which books, how many you need and how much is the cost per book.

Specify an estimated timeline of when your project will be completed.

If awarded a mini-grant, please fulfill your project as close to the estimated timeline as possible. We understand that plans may change throughout the year and some projects may not be carried out to fruition. Please stick to your timeline as much as possible and if your plans do change, please let us know

If you are not able to complete your project, let us know so that we can offer funding to someone else. Please let us know if you do not use your award so that we can add that amount to the next mini-grant award cycle. Please understand that mini-grants *cannot* be carried over to the following year.

All mini-grant reimbursements or check requests should be for the specific amount of your purchase or project. Funding cannot be for more than the initial mini-grant awarded to you.

Questions?

Contact Teacher Grants, *PTA Committee chair*, at grants@janiestarkpta.org

2018– 2019 Janie Stark Elementary PTA Mini-Grants Program Application Form

Please answer all of the questions in detail. Your answers will be used to evaluate each request. If we have additional questions, we may call or email you for more information.

Email your application to Teacher Grants, PTA Committee Chair, at grants@janiestarkpta.org

**Deadlines:
January 18, 2019**

1. Please provide all contact details for the Primary Contact below.

Requestor(s): _____

Total Funding Requested: \$ _____ Department/Grade: _____

Contact Phone: (_____) _____ - _____ Contact Email: _____

Additional Applicant(s) name, position and contact information:

Janie Stark Elementary PTA Member? Yes No

*Note: Staff member must be a current year Stark PTA member to qualify for grant money.
To join Stark PTA, please purchase a membership at www.mkt.com/janie-stark-pta*

2. Name and brief description of your proposed project:

FOR OFFICIAL PTA Mini-GRANT COMMITTEE USE ONLY

Principal Approval Yes No

Approved Declined Date: _____ Grant Amount: _____

Staff PTA Membership Verified Yes No Date Requestor Notified of Application Status: _____

Grant Selection Committee Signatures:

PTA Check # _____ PTA Check Issue Date: _____

Date Receipts Received/Grant Closed: _____

3. How will you use the funds? Please be as detailed as possible. If purchasing items with mini-grant funds, please describe the item(s), include cost per item and how many of each you intend to purchase. If available, please attach a web link or a copy of ordering information (like a page from a catalog) to this application.

Item/Program Description	Vendor	QTY (If Applicable)	Unit Cost	Subtotal
Total Requested:				

4. Has full or partial funding been sought and/or obtained elsewhere? If so, please explain. If partial funding is provided by the PTA, how will the difference be funded?

5. Please provide a proposed timeline for your project, including when you expect to use the funds. (Please note that if you don't use it, you will lose it. Mini-Grants cannot be carried over to the following year.)

6. Who will benefit from the project?

Grade(s): _____ Approximate number of students: _____

If your project benefits a select group of students, please describe this group.

7. Please specify if and how your project relates to either the curricula, classroom learning, character education, or topics not part of the required curricula.

**Applications should be emailed to
Teacher Grants, PTA Committee chair, at grants@janiestarkpta.org**

The Fine Print

All items purchased with grant funding become property of Janie Stark Elementary School. Supplies purchased for a specific teacher's use will remain with the teacher for their tenure at Janie Stark Elementary. Supplies or technology purchased to support a grade level curriculum will remain with that grade level regardless of the assignment of the applicant.

Funding Process :

Recipients will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are **required** for all reimbursements. The reimbursement form is at http://www.janiestarkpta.org/wp-content/uploads/2013/10/PTA_Reimbursement-Voucher

Grant recipients have two options :

Option 1 : Reimbursement : You purchase the product, then submit a reimbursement request form (with original receipts attached). The PTA Treasurer will write a check to the grant recipient for reimbursement.

PTA cannot reimburse sales tax. PTA will provide applicant with tax exempt information upon grant approval if needed.

Option 2 : PTA direct payment : Complete a reimbursement request form requesting payment to the vendor (attach a copy of the completed order form and invoice) The PTA Treasurer will write a check to the vendor and return the check to your school mailbox. You give the check to the vendor.

Future Funding and Future Use :

Repeat grant applications are permitted. However, when the PTA meets a grant request, it is not a guarantee for future funding (such as funding the same initiative the following year).

Please Note : The Grant committee reserves the right to ask for additional information or clarification from the applicant.

You can view the scoring rubric used to evaluate the grants on our PTA website :

<http://www.janiestarkpta.org/wp-content/uploads/2016/08/grant-review-scoring-rubric-.pdf>