North Greenville Elementary School PTO

Mini-Grant Request Form

The purpose of the PTO Mini-Grant is to assist with funds for a special project, learning concept, or training session that is to be used within a classroom or area.

The Mini-Grant should be requested when no other school funds have been set aside for such a project.

Examples:

1. Specific supplies needed by students for a special project.
2. Equipment or manipulative needed for a specific learning concept.
3. In-room resource material.

Requirements are as follows:

1. Once the Board has reviewed the application, the requestor will be added to the agenda and brought to a vote.
2. Once supplies are purchased, only original receipts will be accepted and PTO will reimburse.
3. All items become the property of North Greenville Elementary and should remain in the respective classroom/grade level.
4. The PTO requires that you or someone from your team come to a future PTO meeting to give an update on how your project went.

Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your request:

What academic need or purpose does the request address?

Project is for: Individual classroom grade level entire student population

What is the cost of this request? (Provide an itemized list.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you request reimbursement or wish the PTO to order on the PTO debit card? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If approved by the PTO, at what meeting can an update be done by you or your team? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For use by PTO Board only

Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Denial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Principal Sign-Off \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_