Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number: \_\_\_\_\_\_\_\_\_\_

Check Amount: \_\_\_\_\_\_\_\_\_\_

**SCHUYLKILL VALLEY ELEMENTARY PTO MINI-GRANT APPLICATION**

*Mini-grants are approved on a first come first serve basis. Teachers are required to present their mini-grant request during a regularly scheduled PTO meeting in order to be considered for approval. Please contact the SVE PTO prior to attending the meeting so it may be added to the monthly meeting agenda. There is a $500 limit per mini-grant.*

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students to be served through this mini-grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Narrative describing mini-grant project (including educational value. Use backside if additional space is needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items to be purchased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of building principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of PTO board representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One (PTO USE ONLY): APPROVED REJECTED

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your mini-grant request has been: APPROVED REJECTED

Reason for rejection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you should have any questions, please contact a PTO board member.

**SVE PTO Mini-Grant Guidelines**

The purpose of the SVE PTO Mini-Grant program is that it gives the faculty of SVES the opportunity to apply for funds to carry out “special” projects with their students. These projects are intended to enrich, supplement, or complement the curriculum.

The mini-grant may be made by an individual teacher or by a group of teachers working together.

**TIMELINE FOR SUBMISSION:**

Applications for a Mini-Grant may be made at any time during the school year, but prior to April 30th. PTO meets the second Tuesday of each month, September through May. Teachers must attend one of these monthly meetings and present their Mini-Grant request to the PTO. Teachers are required to contact the PTO prior to attending the meeting so they may be added to the monthly agenda. At this time the Mini-Grant will be submitted to the PTO and approved or rejected by the PTO. Mini-Grants are approved on a first come first serve basis and there is a $500 limit per mini-grant.

**APPLICATION PROCEDURE:**

1. Secure and complete a Mini-Grant Form. Be sure to include all requested information and provide a thorough narrative of the proposed Mini-Grant project.

2. Submit a copy of the completed application to the building principal for review to determine if the district funding can be provided for the special event.

3. The building principal will forward the copied mini-grant application to the PTO.

4. The teacher(s) will be required to present and explain the Mini-Grant application at a regularly scheduled PTO business meeting. If the Mini-Grant is a group request only one member of the group is required to present the request.

5. The PTO will act upon the application based upon the contents of the Mini-Grant application and the information presented by the teacher.

**EVALUATION CRITERIA:**

* Mini-Grants are available for grades K-4. The purpose of the Mini-Grant is to provide funding for “special” projects. On-going or yearly requests for funding should be made through the school district budget process or by requesting the PTO include the project as a line item in its yearly budget.
* Mini-Grant applications should show a clear picture of what will happen, who will be involved, how much the project will cost, and the anticipated results.
* There must be adequate justification for all costs, including materials and other expenses. Teachers should show evidence of having investigated the most economic source for materials and supplies needed.
* The project should focus specifically on the improvement of instruction of students. Teachers are discouraged from making application for Mini-Grants funds to be used as a contribution to an outside agency or event.
* The proposed project must address objectives consistent with the published district planned course of study.
* Awarding of a PTO Mini-Grant will be decided by the PTO Board based on the merits of the project and the availability of funds.