**Earle B. Wood Middle School PTA**

**Mini Grant Application Form**

**2017-2018**

**What is the purpose of the PTA mini grant program?**

The purpose of the PTA mini grant program is to provide discretionary funds for activities, projects, and materials impacting many students within the Wood Middle School community. The PTA has allocated $1,000.00 to be used during the 2017-2018 school year. The funds are intended to cover initiatives not covered by existing budgets or earmarked funds.

**Who may apply?**

Teachers, parents, or school staff may apply for mini-grants individually or as a group. Priority will be given to groups of parents, teachers, and staff who propose projects where they will work together.

Applicants do not need to be members of the PTA to apply. However, if multiple applications are received, priority will be given to applicants who are paid members of the PTA.

Note: You may join the PTA at any time by clicking on this link <https://wood-pta.membershiptoolkit.com/home>. Membership fees are $25 per family or $15 per individual. If you have hardship, please call the school office: 301-460-2150. Please make check payable to EB Wood Middle School PTA and return to school office.

**How much are mini-grant awards?**

Team Grants: Grants up to $500 which benefit either a whole content area or grade level.

Staff Grants: Grants up to $200 which benefit students with whom that staff person works.

Club Grant: Grants up to $100 which can benefit less than 100 students, geared toward benefiting members of that club or group.

**What are the grant reporting requirements?**

Award recipients are expected to submit receipts and expenditures as they are incurred. They are also expected to complete a brief report describing outcomes of the project upon project completion and no later than June 1, of the current school year.

**Who decides who receives mini-grants?**

The PTA executive board reviews mini-grant applications and decides who receives the awards. They will notify the person(s) who applied for the grant of the decision made.

**When can I apply?**

All PTA mini-grant applications must bereceived by the first of the monthto be considered at that month’s PTA meeting. Applications received after the first of the month, will be considered at the next month’s PTA meeting.

**How are funds distributed?**

Mini-grants will be distributed by the PTA treasurer.

All mini-grants must beused during this academic school year.

Any grant awardsnot claimed by April 15th will be subject to redistributionby the PTA.

Any unused grant awards must be resubmitted to the PTA for redistribution.

**How to Apply:**

1. Before applying, please discuss your idea with a member of the administration. There may be an appropriate non-PTA source of funding for your project.
2. Complete entire grant application. Missing information may delay any discussion or decision until the next month’s PTA meeting.
3. Submit completed applications via email to Beth O’Driscoll Gage at bodriscollgage@gmail.com and Sunil Dasgupta at sunildasgupta@hotmail.com

**Earle B. Wood Middle School PTA Grant Application**

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| **Name of proposed project or product** |  |
| **Total amount requested** |  |
| **Name of person(s) requesting grant:** |  |
| **Contact information:****Phone and email** |  |
| **Name of club, team, grade level, committee or group, if applicable** |  |
| **Dates of project, or dates when product will be used** |  |
| **School Improvement Goal(s) and curriculum area supported by project** |  |
| **Description of project or products for which grant money will be used.** (If grant money is for a product being purchased, please provide a detailed description and the exact cost of the product. Feel free to make a copy of a page from a catalog if appropriate) |  |
| **Itemized project budget. (You may attach spreadsheet.)** |  |
| **If you receive only partial funding, are you able to move ahead with project during this school year?** * **If so, what is the minimum amount of funding you need?**
* **How will you compensate for not getting full funding? (e.g.: cut back on scope? Raise additional funds?**
 |  |
| **Who will the grant serve? Approximately how many students?** |  |
| **How will these students benefit?** |  |
| **Additional information you would like to share.** |  |