**Earle B. Wood PTA Mini Grant Application Form**

**2016-2017**

The purpose of the PTA Mini Grant Program is to help fund activities, projects, and materials impacting many students within the Wood Middle School community. PTA has allocated $2,000.00 to be used during the 2016-2017 school year.

**There are three categories of grants:**

* **Team Grants**: Grants up to $500 which benefit either a whole content area or grade level;
* **Staff Grants**: Grants up to $200 initiated by individual staff members which will be used to benefit students with whom that staff person works; and
* **Club Grant**: Up to $100 and can benefit less than 100 students, geared toward benefiting members of that club or group.

**Please Note:**

1. All Mini-Grant Application must be **received by the first of the month** to 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.
2. All Mini-Grants must be **used during this academic school year.**
3. Grant application should be filled out as completely as possible. Missing information may delay any discussion or decision until the next month’s PTA meeting.
4. Any grant awards **not claimed by April 15th will be subject to redistribution** by the PTA.
5. PTA may not be able to fund each grant. PTA may also not be able to fund grants for a group that has already received grant funding.

**Before Applying:**

Please discuss your idea with a member of the administration prior to submitting your application. There may be an appropriate non-PTA source of funding for your product or need.

**How to Apply:**

All applications must be submitted to Mary Farrar, PTA Treasurer (MaryEFarrar@verizon.net). Please email her this form or put it in the PTA Treasurer's mailbox. If you are leaving it in the PTA Treasurer’s mailbox, please email Mary to notify her that the application is there.

The PTA treasurer will notify the person who applied for the grant of the decision made. PTA would like to keep the Wood community informed about all the great work being done with mini grants and will follow up with all awardees. Please be prepared to document and provide feedback on your project.

**Mini Grant Application**

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| **Name of proposed project or product** |  |
| **Amount requested** |  |
| **Name of person requesting grant:** |  |
| **Contact information** | **Email:**  **Phone:** |
| **Name of club, team, grade level, committee or group, if applicable** |  |
| **Dates of project, or dates when product will be used** | **Start:**  **End:** |
| **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) |  |
| **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? (eg: 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.** |  |

Please return this application to PTA Treasurer, Mary Farrar, at MaryEFarrar@verizon.net.