

# Ben Rush PTA – Mini Grant Form

The mini-grant program provides discretionary funds to teachers to enhance the educational experience at the school. The funds are intended to cover areas not covered by existing budgetary allotments or dedicated funds. The average grant award is \$500, but this can be exceeded in appropriate circumstances.

The following procedures apply:

1. Teacher/Applicants Must fill out the form below;
2. Ben Rush PTA principal approve the request:
3. Submit the form to the PTA President
4. The request will be presented for PTA approval at the next scheduled meeting.

Applicant Name: _____	Position: _____
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## Mini Grant Request:

Name of Grant Request:

Time Frame of Grant Request:

Description:

Description of how this will affect Educational experience:

## Ben Rush PTA - Mini-Grant Program

Number of students affected:
Approval of Ben Rush Principal:
Signature

The PTA mini-grant program is designed to be a flexible source of PTA funding for our teachers and staff to primarily sponsor or support enrichment programs in which Ben Rush students participate. In keeping with the funding goals of the PTA, these programs may be educational, artistic or social programs which benefit students. Grants for materials or supplies that are not directly tied to an enrichment program but support needs that benefit groups of students will also be considered. Grants may be submitted at any time during the school year. Ben Rush Elementary Principal will receive and review each grant from the staff. Requests that are not already covered by other funding and meet his approval will be forwarded to the PTA Board for consideration. The PTA Board will consider all grants submitted for approval at the next scheduled monthly board meeting. Please allow adequate time for the approval process.

### The Mini-Grant Process:

- The teacher or staff member has an idea for a program, or has additional needs for a current program in which students will benefit and participate.
- Teacher or staff member completes the PTA Mini-Grant Application Form, including a brief description of the program or need, how it will benefit students and how funds will be used.
- Information on how the materials will be purchased must be indicated, for example: by the school through a district vendor, or by the teacher or staff member either online or locally via cash/credit.
- Teacher or staff member submits the application to Ben Rush Principal.
- Principal reviews the application for merit and determines if there are already funds allocated to the school which could pay for the program. If existing funds are available the mini-grant will be not be forwarded to PTA.

## Ben Rush PTA - Mini-Grant Program

- If the program meets the Principal's approval and no other funds are available, the Grantee, Ben Rush PTA President or Principal will present the application(s) to the PTA Board at the next monthly PTA Board meeting.
- During the next PTA meeting, PTA Board members may ask questions and will vote on whether or not to fund the request(s).
- If the PTA board votes to fund the application, a representative from the PTA Board will notify the teacher or staff member of the mini grant approval, including the amount of funds approved.
- The teacher or staff member must submit all receipts or invoices to the PTA Treasurer. Use of the PTA Expense form will expedite your check. This form is available in the PTA room or online. The PTA Treasurer up to the amount approved in the mini grant will disperse funds.
- Mini-Grant materials or purchases are to be considered the property of Ben Rush Elementary unless otherwise noted.

Please contact the PTA President or Treasurer for assistance or if you have questions.

[president@benrushpta.org](mailto:president@benrushpta.org)

[treasurer@benrushpta.org](mailto:treasurer@benrushpta.org)