

MINI-GRANT REQUEST APPLICATION

SCHOOL YEAR 2022 - 2023



Purpose of the Mini-Grant is to encourage and offer PTO support for a variety of school and community activities, events, and/or projects as well as classroom/teacher needs related to Black Diamond Elementary.

The BD PTO Board (furthermore *The Board*) will evaluate the request based on various factors including but not limited to need, number of students benefited, and funding availability. If stated criteria is met the Mini-Grant Request will be discussed by The Board and voted on at the next general membership meeting if the meeting occurs within 30 days. Voting will be held online if the next general membership meeting is 31 or more days away. Applicant(s) must be available to present to and answer questions from the general membership prior to vote. The attending members will approve or deny requests. Applicant(s) will be notified following the decision by the membership.

Please return completed Mini Grant Request Applications to the PTO mailbox in the BDE workroom or email your application to The Board at blackdiamondpto@gmail.com

Proposal(s) must be presented at least 2 weeks before the next general membership meeting for Board review. Missing this deadline could delay the application process.

DIRECTIONS FOR COMPLETING MINI-GRANT REQUEST APPLICATION:

1. Complete **PART A** of application with a general overview of your request.
2. Complete **PART B** with a specific itemized list of all anticipated expenditures. This is for review and approval prior to any PTO funds being spent.
3. The “Budget Amount Requested” is a fixed number. Any expense exceeding this amount without prior approval is considered a personal expense and may not be reimbursed by the PTO.
4. Once your application is approved, all receipts must be approved by the committee chair and submitted along with a Reimbursement Form or purchased directly by The Board.

REMOVE AND KEEP THIS PAGE FOR YOUR RECORDS

DATE SUBMITTED: _____ TOTAL REQUESTED: \$ _____

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PART A	APPLICATION DATE: _____
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Requestor(s):

Name¹: _____ Phone/Email: _____

Name²: _____ Phone/Email: _____

Name³: _____ Phone/Email: _____

Target audience: _____

(e.g Student level/grade, community event, specific project)

Explain purpose of Grant: _____

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Explain benefit to BDE students/staff: _____

Interval (check all that apply)

- One-time only
- Daily
- Monthly
- Specific Study unit only
- Permanent/Ongoing

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PART B	REQUESTED TOTAL: \$
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	Item Description	Quantity	Cost Per Item	Shipping	Tax	Total
1			\$	\$	\$	\$
2			\$	\$	\$	\$
3			\$	\$	\$	\$
4			\$	\$	\$	\$
5			\$	\$	\$	\$
6			\$	\$	\$	\$
7			\$	\$	\$	\$
8			\$	\$	\$	\$
Total Requested						\$

FOR TREASURER'S USE ONLY

Date Received by Board: _____ Date Presented to General Membership: _____

Approved **Denied** Date of Notification to Requestor: _____