

## Wakefield PTA Mini-Grant Program 2009-2010 School Year

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Dear Teachers,

This year the PTA is trying a different program by offering "Teacher Mini-Grants". The Teacher Mini-Grant program is designed to fund enriching, educational experiences for the students. If you have a need that meets the criteria of the program, please consider submitting a proposal for a mini-grant. Grants will be awarded by a majority decision of the PTA Board of Directors based on available funds. Grant requests can be made throughout the year however a majority of the funds will be distributed in the first half of the school year after the September 25<sup>th</sup> deadline. There will be a link under the "Forms" section of the PTA website for the Mini-Grant Application. Please complete the application, have it signed by Mrs. Dennen and place it in the PTA mailbox in the workroom. If you have any questions, please email me at [kmfranco@aol.com](mailto:kmfranco@aol.com).

### Criteria

- Mini-grants should provide wide-range student enrichment.
- Mini-grants are not intended to be used for staff development and/or related expenses.
- Materials purchased through the mini-grants should benefit Wakefield Elementary and should remain as school property.
- Mini-grants are meant to provide funds for projects for which other funding is not available. The PTA will consider whether there may be other sources available for the money requested.
- Individual teacher grants have a limit of \$300. Grade level or department grants (ie art, music, etc.) have a limit of \$500
- The teacher (or group of teachers) applying for the grant must be a member of the WES PTA in order to be considered.

### Instructions

- Fill out the Teacher Mini-Grant Application. You may use as much space as you need to complete your answers.
- Have Mrs. Dennen review and sign your application.
- Turn in your completed application to the PTA mailbox in the work room.
- To be considered in the first cycle of mini-grants awarded, please have your application turned in no later than September 25, 2009.

We hope that you will take advantage of this new program to provide the best education and experience we can give our children.

Sincerely,

Kelli Franco  
Wakefield Elementary PTA President, 2009-2010

# WES PTA Teacher Mini-Grant Application

Grant Proposal Submitted By: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Please respond briefly to the following specific items that pertain to your Mini-Grant request. Supporting documentation may be attached to the application if desired.

1. **Project Description:** Provide a brief description of the project or item including the goals.
2. **Need Statement:** Provide a brief statement of the problem or need and why it's significant.
3. **Strength Statement:** Provide a brief statement describing the strength or skill that the grant will bring to the project.

4. **Outcome Statement:** Provide a brief statement outlining the # of students that will benefit from the project, how they will benefit and the sustainability of the purchased materials.

5. **Budget Request:** Provide a complete, thoroughly researched and documented budget of all items needed.

Item	Unit Price	Quantity	Total Price
Total Grant Amount:			

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of Principal

Principal's Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PTA Board Use

Grant Approved or Declined by the PTA Board: \_\_\_\_\_ Date: \_\_\_\_\_

Letter to Teacher: \_\_\_\_\_

Board Comments: \_\_\_\_\_

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