**PTA Mini-grant program**

**Background:**

The PTA mini-grant program is designed to be a flexible source of PTA funding for TOAST teachers and staff to support enrichment for TOAST scholars. In keeping with the enrichment goals of the PTA, these programs may be educational, artistic or social programs to benefit either large or small groups of students.

Grants may be submitted at any time during the school year, but the funds will be disbursed on a first come first serve basis. ***You must be a current PTA member in order to receive funds and attend two meetings per year.***

**The Mini-Grant Process**:

* Teacher or staff member has an idea that will enrich our scholars: these include student enrichment possibilities for their class like additional resources they may need for their classroom; professional development; or unexpected opportunities for special field trips as well as after school programs, clubs, or celebrations in which TOAST students may benefit and participate.
* Any Teacher or staff member may complete the *PTA Mini-Grant Application Form*.
* Teacher or staff member submits the application to the TOAST PTA President for review and determination.
* The PTA President will bring the application to the attention of the Executive committee, the committee will then ask questions and vote on whether or not to fund the request(s).
* Once the vote has taken place and approved, the PTA Treasurer provides a check to fund the program.
* After the program has commenced or completed, the teacher or staff sponsor is encouraged to report back to the PTA on the program’s success. Ideally, this would include pictures of the resources or program provided that would be posted on the TOAST PTA website and/or Facebook page.

*Revised 7/19*

TOAST PTA MINI-GRANT Application

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. Most grants are expected to be ***$150 individually or as a grade level $500 (max)***, but this can be exceeded in appropriate circumstances. Preference will be given to projects that support STEAM themes.

**The following procedures apply:**

1. Teacher/Applicants must be current/active members of PTA. (***2019-2020 school year***)
2. Complete the form below and Submit to the PTA President;
3. The request will be presented to the PTA Executive Committee for approval OR added to the agenda at the next scheduled meeting.

Applicant Name and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of how this will affect Educational experience:

Description of how this will support the Magnet themes:

Number of Students Affected: \_\_\_\_\_\_\_\_\_\_\_\_

**PTA President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PTA Treasurer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Revised 7/19*