



Mini-Grant Request Form

The purpose of the PTO Mini-Grant is to assist with funds for a special project, learning concept, or training session that is to be used within a classroom or area. The funding is intended to be used for items that will benefit students for the duration of the school year or for multiple years. It is the PTO's desire that the funding is not used for consumables that are "one-time use." If your request is for a consumable, please provide additional explanation of how you believe the Mini-Grant funding makes a significant impact for your students or the Maple Grove student body.

Examples:

1. Specific supplies needed by students for a special project.
2. Equipment or manipulative needed for a specific learning concept.
3. In-room resource material.

Requirements are as follows:

1. The Mini-Grant should be requested when no other school funds have been set aside for such a project. Each classroom and grade level are eligible for one Mini-Grant per school year. Other Mini-Grant requests, those that are not specific to a classroom or grade level, are eligible if approved and funds are available.
2. Mini-Grant application forms should be submitted to Mrs. Phillips for sign-off BEFORE submitting to PTO.
3. Once the PTO Board has reviewed the application, the requestor will be notified of the results.
4. All items become the property of Maple Grove Elementary and should remain in the respective classroom/grade level.

Applicant's Name: _____ Date: _____

Grade Level: _____

Describe your request:

What academic need or purpose does the request address?

Project is for (circle one):

Classroom (\$100 Max)

Grade Level (\$400 Max)

Other

What is the cost of this request (including all shipping and taxes if applicable)? _____

Do you request reimbursement or wish the PTO to order on the PTO credit card? _____

*If purchase will be made on PTO credit card, please provide preferred date order should be placed: _____

*Reimbursements will be paid once all original receipts are provided. Please place receipts in the PTO Mailbox.

Principal Sign-Off _____ Date: _____

For use by PTO Board only:

Approval _____ Denial _____ Date _____ Result Communicated _____