

**HASTINGS PTA MINI-GRANT GUIDELINES – 2013-2014**

The Hastings PTA has again generously voted to fund the mini-grant budget to support learning initiatives at our school for students and staff alike. Funding will be distributed as evenly as possible throughout the year. Requests above and beyond this distribution will be held until we know if there is remaining funding available.

Maximum Requests:

Requests serving up to 27 students (e.g., for a classroom teacher or a specialist serving that number of students)	300
Requests for entire grades, large student groupings, or staff development (evaluated based on number of students/ staff served)	800

To apply, fill out this application and submit it to Louise Lipsitz, who will then review the application with the PTA presidents. The PTA reviews mini-grants on an ongoing basis. The PTA presidents will notify the mini-grant contact regarding the approval.

Please indicate the name of the person to be reimbursed, how reimbursement should be made, or if the vendor should be paid directly. Please submit three different quotes for what you plan to purchase. Be sure to include shipping and handling in the cost. Where possible, please try to purchase tax exempt. If you need the Hastings PTA tax-exempt number, contact one of the PTA co-presidents. Also, if you have a request that does not strictly follow these guidelines, please discuss with Louise.

If you have any questions, please contact Louise Lipsitz or a PTA co-president.

Date \_\_\_\_\_ Requested by: \_\_\_\_\_

Audience & Number Served (e.g., class, grade, or staff): \_\_\_\_\_

Title of Mini-grant: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Goal of Mini-grant: \_\_\_\_\_

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

Materials/Services needed: \_\_\_\_\_

\_\_\_\_\_

How will this project be shared with others? \_\_\_\_\_

\_\_\_\_\_

How should the project be funded (staff reimbursement or vendor direct pay)? (If reimbursement, please submit invoice along with a copy of your mini-grant request - place in Treasurer's folder in the box on the PTA table in the front lobby.)

\_\_\_\_\_



Responded (date/initial) \_\_\_\_\_ Processed (date/initial) \_\_\_\_\_ Paid (date/initial) \_\_\_\_\_