

### HASTINGS PTO MINI-GRANT GUIDELINES

The Hastings PTO 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 for non-grade specific needs, such as special ed, art, technology etc. (a total of 3 grants)	\$200
Requests for grade-based activities or needs benefiting an entire grade (a total of 6 grants, one for each grade)	\$400

To apply, fill out this application and submit it to Louise Lipsitz, who will then review the application with the PTO presidents. The PTO reviews mini-grants on an ongoing basis. The PTO 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 PTO tax-exempt number, please visit the PTO website at <http://hastings-ptd.org/forms/>. 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 PTO 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 PTO table in the front lobby.)

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