

# North Grove Elementary School PTO Mini-Grant Application 2024-2025

Teacher/Room Number:

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Grade Level/Club/Special:

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How many students will benefit from this grant?

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Briefly describe what you would like to purchase with funds from the Mini-Grant program and how it will benefit your students:

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Please itemize cost below:

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Total: \$ \_\_\_\_\_

Checks to be made payable to:

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(Please attach receipts if applicable.)

Please remember to turn in all receipts that pertain to your purchase, even if the check is made payable to you. The PTO must have receipts for all purchases. Please also note that Mr. Siner's approval and signature are required for all grant applications.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Principal's Signature Date

For Committee Use Only

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Committee Response:

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# North Grove Elementary School

## PTO Mini-Grant Guidelines

### 2024-2025

- Every day teachers are faced with keeping children interested and challenged with limited resources beyond basic curriculum. The North Grove Elementary School PTO Mini-Grants provide the NGPTO an opportunity to support the creative ideas and enriching material teachers want to bring to their classrooms to meet their student's needs.
- There is a \$150.00 limit per mini-grant for classrooms and a \$100.00 limit for clubs. Mini-Grants in excess of \$150.00 will be reviewed on a case-by-case basis and may require further information.
- If the Teacher applicant has previously purchased those items listed in their Mini-Grant Application, please submit the receipt with the application in order to obtain reimbursement upon application approval. After an application is approved, the Teacher applicant must submit the receipt for items purchased related to their Mini-Grant before funds will be distributed, unless prior arrangements are made with the NGPTO.
- Teachers must complete the attached application form and turn it in to Mr. Siner for his approval. He will pass the form on to the NGPTO for further approval.
- Mini-Grant applications will be reviewed at the next NGPTO monthly meeting. If your request is time-sensitive, it may be submitted to the NGPTO board for early consideration.
- Teacher applicants will be notified of approval/denial after the monthly meeting. Funds will be dispersed upon confirmation of purchase, unless prior arrangements are made with the NGPTO.
- Mini-Grant funds will be approved and distributed until all budgeted funds have been allocated for each teacher/specials/club or grade level, should applicants choose to pool their funds. A record of all applications will be kept by the NGPTO.
- Please remember that we are allocating funds for future use in your classrooms or at North Grove Elementary School. We ask that these funded items be left at the school, should you decide to teach at a different location.
- **You must attend the next monthly PTO meeting to present your request. Virtually or by phone will be acceptable.**