Club/Student Mini Grant Procedures

revised 7-22-2025

1. The Mini Grant application form can be found on the school website or by contacting Danielle Adegoroye (folasayo1@yahoo.com).
2. Mini-Grants are offered to approved student clubs and groups for expenses not covered through other funding sources. Mini Grants must be submitted by a student who is both a club officer and a current PTSA member. Preferences will be given to requests that have the potential to benefit the most students or the biggest impact in the community.
3. Funding requests must:
    A) Directly benefit students at ECG in 2025 - 2026.
    B) Have a broad community impact.
    C) NOT be used for personal items such as club t-shirts or snacks for meetings. Club dues, parent donations, or other fundraising sources should be used to cover such expenses.
    D) NOT exceed $1000 for any given club per school year. This allows all clubs the opportunity to request funds.
4. Complete the application. A completed application will:
    A) Have every field on the application filled.
    B) Explain all items/expenses required to complete your project/request. Detailed explanations of both the project and all financial requirements must be included using the space provided on the application, the budget worksheet on the school website, and/or additional documentation (quotes or documentation of the research to support the request such as vendor quote/estimate for printing a magazine). Include as many details as possible so the review committee will have clear understanding of the request. Itemized cost estimates of the project and expenditures will expedite your request. *It has been the case that the grants have been returned for more information due to lack of detail, errors in accounting, etc. This will slow the process of approval.* Please only request funds for which you have a documented, supported need.
    C) Be signed by the submitting student Club Officer AND the Club Advisor.
5. After completing the application, **save it as a unique name.** Email the completed, signed form along with all supporting documentation to the Club Advisor and ECG Principal (Pete Kashubara kashubp@gcsnc.com) for signature. The ECG Principal will review the application. If approved by the principal, the application will be signed and forwarded to the Mini-Grant committee.
6. The Mini Grant Chair will facilitate the mini-grant committee review process. Please answer any questions in a timely manner as this will help expedite the processing of the grant request.
7. You will be informed once a decision is reached by the committee. The committee decision can be one of four things:

1. Not enough information available to make a decision. You will be given the opportunity to provide the requested information to help the committee better understand your project.
2. Approve the request.
3. Approve a modified version of the request (i.e., reduced dollar amount based on knowledge of prices and or stated scope of the project)
4. Deny the request.

8. If approved, the Mini Grant Chair will send you an email with:
   A) a signed, approved copy of the grant request form
   B) a blank PTSA check request form
9. Each club will have 90 days once the grant is approved to use the money unless other arrangements are made with the committee. If the funds are not used, then those funds will be re-granted to other clubs. **If your project expenses exceed the amount on the approved grant, you must submit your overage as a new grant request before you may request reimbursement for the overage.**
10. Reimbursement for approved expenses can be obtained by completing a Check Request Form (attached to grant approval email and available in the George White House). A completed check request will include a copy of the grant approval email, all receipts, and the club advisor's signature. Completed check requests should be delivered to the PTSA mailbox in the George White House. Allow 2 - 3 weeks for processing.
11. If you have any questions, please contact the Mini Grant Chair (Danielle Adegoroye at folasayo1@yahoo.com).