



MINI-GRANT APPLICATION

To enrich the FLHS experience for all students, FLHSA provides Mini-Grants of up to \$500 each to support teacher/staff supervised clubs and activities.

Please note the following when applying for a Mini-Grant:

- This Mini-Grant application and accompanying questions must be completed and emailed to FLHSA at foxlaneHSA@gmail.com along with any additional pertinent information.
- Mini-Grants are available in amounts up to \$500 and should be limited to one request per project.
- Once the mini-grant application is submitted, it will be reviewed by the FLHSA Board at the next scheduled monthly FLHSA meeting. **Please allow a minimum of 2 weeks for review, questions and response.**
- If the application is approved, the applicant may purchase the materials needed for the project, and then submit the receipts to the FLHSA Treasurer for reimbursement. *(Please note: as a 501(c)(3), we cannot reimburse tax and a tax-exempt form should be used for all transactions. A tax-exempt form is available from FLHSA and should be used for all transactions after the Mini-Grant is approved.)*
- Invoices may be sent directly to FLHSA for payment. In certain situations, the monies may be advanced to the applicant, with receipts being submitted to the Treasurer after the purchases have been made.
- The recipient of the Mini-Grant is responsible for all purchases. FLHSA is responsible for reimbursement only.
- Mini-Grant funds are limited. FLHSA attempts to distribute the funds as widely as possible to impact the greatest number of students.
- Approval of a Mini-Grant in a particular year does not guarantee approval in future years.
- Applications are **accepted up until May 1st** on a first come, first served basis. Please apply early.

MINI-GRANT APPLICATION DETAILS

Name:

Grade:

Department:

Email/Phone:

Date Submitted:

Please include a document completing the questions below and any other information you feel relevant to assist the FLHSA Board in evaluating your request.

1. Briefly describe your event/project and its relationship to curriculum.
2. Who will benefit from this project (a specific grade, class, club, etc.)?
3. Please provide a detailed accounting of the expected expenditures.
4. Total amount of request (max \$500/project).
5. What is the anticipated date of the event and when will funds be required?
6. Have you or will you be seeking other funding for this event/project? If so, please provide details on amounts requested and outside funding sources.