

# M-A P.T.A. Mini-Grant Proposal Form

Mini-Grants are designed to provide as-needed support for classrooms, clubs, and other faculty, administration, and student activities. The PTA accepts proposals to fund supplies, equipment, books, and other needs, **with the exception of salaries, professional development costs, and private transportation costs.** PTA Mini-Grants Committee accepts proposals during the first month of Fall (September) and Spring (January) semesters.

**IMPORTANT: All grant notifications will be done via email immediately following the PTA General Meeting.**

## Deadlines for Fall 2011 is NOON Friday, September, 23

Submit this form electronically to [minigrants@mabearspta.org](mailto:minigrants@mabearspta.org) . Requests will also be collected from the Mini-Grant box under the PTA box in mailroom (please note the deadline above).

Questions? Email: [minigrants@mabearspta.org](mailto:minigrants@mabearspta.org)

Date Submitted:

Name:

E-mail:

Department/Program:

Project Title:

**REQUIRED FOR ALL PTA REQUESTS \$750 & OVER:** I have given a copy to the Dept Head: \_\_\_\_\_

BRIEF Project Description including rationale and objectives (attach more information if necessary):

Amount Requested: \_\_\_\_\_ Overall project budget: \_\_\_\_\_

**(What specifically will the funds be used for? Attach itemized budget with tax/shipping (generally 20%), if applicable.**

**Note: Reimbursement will not exceed amount requested.)**

Other funding sources: \_\_\_\_\_

Would partial funding be acceptable? Yes \_\_\_ No \_\_\_

Disbursement dates (*please note: The reimbursement deadline is **MAY 1***): \_\_\_\_\_

Number of Students affected: \_\_\_\_\_ Funding per student \_\_\_\_\_

Target Student Groups: \_\_\_\_\_