

2019-2020 M-A PTA Mini-Grant Proposal

Mini-Grants provide as-needed support for classrooms, clubs, faculty, administration, and student activities. The PTA funds supplies, equipment, books, and other needs. See <https://www.mabearspta.org/programs/mini-grants/>. The PTA does not fund salaries, gift cards, athletic requests, food (except to feed volunteers), or private transportation/hotel costs. Please note that only M-A PTA members are eligible to receive Mini-Grants. Visit <https://www.mabearspta.org/join-the-menlo-atherton-pta/> for information on membership. Proposal submission deadlines are firm and **late submissions will not be considered**. Grant notifications will be sent via email following the PTA general meetings on October 15 and March 24. There are two rounds of Mini-Grant funding per year.

Deadline for Fall 2019 is 1:30 p.m. on Friday, October 4
Deadline for Spring 2020 is 1:30 p.m. on Friday, March 13

Please submit this completed form with appropriate documentation to minigrants@mabearspta.org. Or you may also place your proposal in the Mini-Grant box in the mail room.

Questions? Email: 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 Department Head: _____ Describe the project including the rationale and objectives (please attach more information if necessary):

Amount requested: _____ Overall project budget: _____

Attach itemized budget including tax and shipping, if applicable. Reimbursement will not exceed request.

Are other funding sources available? Yes ___ No ___ If so, from where? _____

Would partial funding be acceptable? Yes ___ No ___ If not, please provide explanation.

Disbursement dates (Please note: the reimbursement deadline is May 1): _____

Number of students affected: _____ Funding per student: _____

Target student group(s) (if any): _____