

M-A PTA MINI-GRANTS

The M-A PTA Mini-Grant Program aims to serve as many M-A students as possible by funding one-time events or supplies where alternate funding is not available. M-A teachers, club leaders, administrators, staff members and students may apply.

What a Mini-Grant Can Fund

The PTA is guided by the principle that mini-grants should benefit the largest number of students possible across a variety of grade levels and subject areas. With this in mind, mini-grants generally fund:

- Supplies, materials and equipment including books, magazines and newspapers
- Support for school programs
- Instructional CDs, videos and software
- Electrical or electronic equipment
- Entry fees or admission costs to museums or other field trip destinations (but NOT other field trip costs, such as transportation. See below)

GENERAL DIRECTIONS	
Mini-Grant Application Dates	<ul style="list-style-type: none"> ● Set the Mini-Grant Application submittal date for Fall, generally in September and Spring, mid February. ● Contact Principal's assistant Mimi at nmenjivar@seq.org to confirm dates so she can inform teachers
Budget	Contact PTA Co-Presidents for budget
PTA Website Update	Contact PTA Website Communications Chair to have website updated <ul style="list-style-type: none"> ● Update the Mini-Grant Application dates for Fall and Spring ● Update the new list of previous Mini-Grants, update for Fall and Spring ● Revise Mini-Grant Application dates
Mini-Grant Review Meeting-Fall and Spring	<ul style="list-style-type: none"> ● Contact Principal's assistant Mimi at nmenjivar@seq.org to confirm dates she is available to review applications ● Contact PTA Co-Presidents to coordinate meeting with Simone ● Create a spreadsheet of all the applications for the Mini-Grant Review meeting
Mini-Grant Recipients	<ul style="list-style-type: none"> ● Revise spreadsheet of Mini-Grant recipients and forward to Principal, Co-PTA Presidents and Treasurer ● Send notification to each Mini-Grant recipient with guidelines for submitting reimbursement forms