



2018-19 PTO Mini-Grant Application

The Weaverville PTO has set aside funds to support special classroom projects and other initiatives. Our goal is to support activities that enrich the education, development and well-being of all Weaverville Primary and Elementary School children. Weaverville Primary and Elementary School teachers, staff or other interested parties are encouraged to apply for mini-grants.

To apply, please complete the form below and submit it to the PTO mailbox at your school. Photos or other supporting materials that may help the committee understand your request are welcome.

The deadline to submit an application for the 2018-19 school year is noon on Nov 6th, 2018.

Applicant's Name: _____ Date: _____

What is your Title or Role at the school(s)? _____

Email address: _____ Phone: _____

Planned Activity: _____

Date(s) of Activity: _____ Grade(s) Involved: _____

1. Amount of request: \$_____ (Please include a breakdown of how the money will be used.)

2. Project description: What do you want to do?

3. Goal/Objective: How many students will benefit from this project; what is the expected outcome; will others be involved (teachers, parents, community members)?

4. What would be the result if the PTO is unable to fund your total request? Would a partial award still allow you to meet your objective? What is the minimum amount needed to meet the objective?

5. Do you have any other funding sources? From whom and how much?

6. If this is an on-going project, how will it be funded in the future?

PTO MINI-GRANT APPLICATION PROCESS NOTES for 2018-19

- Applications due by noon on Tuesday November 6th 2018 to the PTO mailbox at each school.
- Classroom teachers, assistants, specialists, administration, support staff, ANYONE can apply!
- For the 2018-19 school year, the cap for an individual award is \$400. However, if you have a project that exceeds that amount...apply anyway! We have \$3,200 available this year!
- Collaboration among teachers for a shared initiative would be eligible for a higher amount of awarded money.
- Once all applications are received from teachers, the PTO executive committee and principals will meet to determine how to distribute funding.
- All applicants will be notified of the results via an email sent to the address provided on the application.
- The goal is to notify applicants by mid-November so you are "ready to go" in December.
- In terms of receiving funding, you can either request a check for payment or present a receipt for reimbursement. You will find details in your "congratulations" letter.
- If you submit your receipt by Dec. 12, you'll get reimbursed before the holiday break.
- Last year we had more funds than we had applications, so we said yes to everything.
- We try our very best to support all the requests within reason.