



CLAREMONT MIDDLE SCHOOL PTA

2009-2010 Mini Grant Guidelines

Application Deadline: continuous throughout the school year

PURPOSE

The purpose of the Mini-Grant Program is to support and enhance the learning experience and improve the school climate at Claremont Middle School. The Program will provide grants of **up to \$500** to qualified applicants ensure the success of those experiences that provide a challenging and engaging education and build a sense of community at the school. All qualified applicants will be considered.

CRITERIA TO APPLY

Please review the following criteria in order to insure that your proposed project or activity meets one or more of the following criteria:

- Classroom academic support
- Performing/Visual Arts
- Extracurricular activities that build/enhance school climate
- Individual student sponsorships (student must demonstrate that the experience will bring value to the Claremont learning community)
- Educational Field Trips (trips must be approved by the School Site Administration & OUSD)

Notes:

- Travel expenses cannot be reimbursed through the mini-grant program
- Mini-Grant applicants also must be current members of the Claremont Middle School PTA. A membership form is attached.

APPLICATION PROCESS

If you wish to receive funding during first semester of the school year, your application must be submitted by November 20, 2009. Maximum awards are \$500 per individual per year. Groups may submit combined applications for up to \$500 multiplied by number of individuals participating. For example, a group of three teachers could be funded up to a maximum of \$1500.

The PTA Executive Board will review all applications. Applicants may be contacted during the review period for follow-up and clarification.

The PTA Board will forward its award recommendations to the PTA membership for final approval. Applicants will be notified of results the week following the association meeting.

Once your application is approved a mini-grant certificate is issued authorizing you to spend the amount for the purpose indicated on the certificate. **You must submit this certificate along with receipts/invoices/other paperwork to request reimbursement.**

MINI-GRANT PROGRAM POLICIES

The Claremont Middle School PTA establishes a pool of available funds for each year's Mini-Grants during the annual budget process. For the 2009-10 school year, available funds are \$15,000.

Mini-Grant award decisions approved by the membership are final. However, applicants are welcome to resubmit their requests. Mini-Grant funds must be returned immediately to the PTA if the funded event/activity is cancelled.

Due to the difficulty in getting follow-up receipts from applicants, the funds will be issued on a reimbursement basis. The PTA will reimburse the applicant after receipts have been submitted or will provide a check directly to the vendor. **Because mini-grants are paid out of the current year's PTA budget, requests for reimbursement or direct payment must be submitted by June 1, 2010, so PTA can close out its books by the end of the fiscal year.**

PTA checks will only be made payable to an adult advisor, organization/event bank account or vendor.

Put your request for reimbursement along with the certificate in the PTA mail box in the main office or hand it directly to one of the PTA executive board members or PTA chairs:

Kathy Rieves, President
Mike Napolitano, Vice President
Mary Saechao, Treasurer
Amy Vaughn, Co-Chair Fundraising
Bonnie Trinlisti, Co-Chair Fundraising
Claudia Mills, Membership
Sue Peck, Financial Secretary
Julie Parker, Secretary

CLAREMONT MIDDLE SCHOOL PTA
MINI-GRANT APPLICATION

Applicant Name _____ Date _____

Contact Information (in case there are follow-up questions)

Phone number: _____

E-mail address: _____

Check one: Parent ___ Student ___ Staff ___ Volunteer ___ Current PTA member (Y/N)? _____

(Note: you must be a PTA member to receive funding; if you are not currently a member, fill out the attached membership form.

Amount Requested (up to \$500) _____

Number of students who will directly benefit from this Mini-Grant _____

How will the Mini-Grant funds be used? How does it meet the grant criteria? **Please describe your proposal here. Feel free to attach additional pages to the form, as needed, in order to provide a completed description.**

Please fill in ALL FIELDS, so that the screening committee can make an informed recommendation! Thank you.

For PTA use only:

PTA Executive Board Decision

Date Mini-Grant distributed _____ Verify PTA Member: _____