



Claremont Middle School PTA Mini-Grant Guidelines

***First semester deadline: In the PTA box before the second Tuesday in November
Second semester deadline: In the PTA box before the second Tuesday in February***

The Mini-Grant budget for the school year is approximately \$2,500 per semester. However, once allocated funds are depleted, no more applications are accepted. If funds remain after the February deadline, requests for mini-grants will be accepted through May, or until the funds are depleted. Each applicant can only submit one application per school year. You may contact the PTA Mini-Grant Program Chair for if you have any questions. The Mini-Grant Program Chair for 2017-18 is Michele Rabkin (michelerab@gmail.com)

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, so the PTA can close out its books by the end of the fiscal year.

APPLICATION PROCESS

To apply for a Mini-Grant, fill out the application form below. Submit the completed form by placing it in the PTA box in the school office, and alert the Program Chair via email (michelerab@gmail.com) that you have submitted your application. The form is a fillable PDF that can be filled out on your computer before printing, or printed and filled in by hand.

First Semester

Applications for the first semester must be received in the PTA school office box *before* the second Tuesday in November. Applicants may be contacted during the review period for follow-up and clarification. Mini-Grant applications will be reviewed by the Mini-Grants Committee and approved by the Claremont PTA Executive Board at the November Executive Board meeting.

Second Semester

Applicants for the second semester must be received in the PTA school office box *before* the second Tuesday in February. Applicants may be contacted during the review period for follow-up and clarification. Mini-Grant applications will be reviewed by the Mini-Grants Committee and approved by the Claremont PTA Executive Board at the February Executive Board meeting.

The purpose of the Mini-Grant is to support and enhance the learning experience and improve the school climate at Claremont Middle School. The program provides financial assistance to ensure the success of those educational experiences that build a sense of community and support the school.



Claremont Middle School PTA Mini-Grant Application

Applicant Name:

Date:

Telephone:

E-mail:

Applicant Role (check one): Parent Student Staff Volunteer

Are you a member of the Claremont Middle School PTA? Yes No
(current PTA membership is required for approval)

Amount Requested (\$500 maximum):

How many students will directly benefit from this Mini-Grant?

How will the Mini-Grant funds be used? How will the proposed project or activity fulfill the purpose of the mini grant as stated above? *(continue on the back of this application form if necessary)*

For PTA use only:

PTA Executive Board Decision _____

Date Mini-Grant Distributed _____ Verify PTA Member _____

PTA President Signature _____ Date _____