

PTO MINI GRANTS: 2014-2015

Dear Teachers and Sponsors:

The PTO is pleased to announce the Mini Grant program for the 2014/ 2015 school year. This program is designed to aid school sponsored groups/clubs having no financial support from booster clubs or outside organizations.

These grants will be awarded to established school sponsored clubs needing additional funding for special projects or for groups attempting to defray start-up costs for a new organization. The maximum grant allowed by the committee is \$300.00.

If you are the sponsor of an eligible school sponsored club needing this type of assistance, please have the club president complete the attached grant application. **The completed application may be dropped off no later than Friday, November 7th at 3:00 PM in the front office (PTO mailbox).** The review date by the Mini Grant Committee will be November 14th, 2014.

Please feel free to contact us for further details or questions.

Regards,

Karen Galvin (galvin.karen@gmail.com)
Mini Grant Committee

MINI GRANTS: Eligibility & Procedure

-Any current RMHS organization/club recognized as a school sponsored group and mentored by a RMHS staff member may be eligible for a mini grant. This school sponsored organization/club cannot be supported by a booster club or receive funding from outside organizations to be eligible.

-Any group of students (more than 5) attempting to start a school sponsored club/organization to provide additional extracurricular activities for the student body may be eligible for a mini grant as a start-up award. There must be a staff mentor/advisor for the group in order to apply for the mini grant.

-Mini grants will only be awarded to school sponsored groups/clubs who complete the grant application for a specific need or project.

-After establishing eligibility, the school sponsored club/organization may complete the grant application and submit it to the mini-grant committee for review.

-The mini grant committee will have **one** review per school year. Applications must be completed by November 7th.

-The committee reserves the right to change the application schedule for future school years as needed.

-Notification of grants will be within a week after the official review dates. If further clarification/information is necessary to make a judgment upon the grant application, the committee may extend the review period. This should not exceed 4 weeks. This review may include a student presentation of additional information.

Mini Grant Application Form

Date: _____

Name of School Sponsored Club/Organization:

President of Club: _____

Staff Sponsor/Mentor: _____

Staff E-mail address/phone number: _____

Sponsor's Signature: _____

Purpose of Grant: (please attach typed page to application)

Describe project/purchase including the following details:

- a. Goal of project/purchase
- b. Detailed outline of project stages
- c. How many students will benefit from grant
- d. Grant amount necessary to aid project/purchase

Mentor Recommendation:

For Committee Use Only:

Date Reviewed: _____

Approved Denied

Reason: _____
