

**Durant Road Middle School PTA
Faculty Members
Mini-Grant Program Guidelines**

Purpose

The purpose of the Mini-Grant Program is to support and enhance the learning experience and to help improve the educational environment of Durant Road Middle School. The program will provide grants up to **\$250** to qualified applicants to ensure the success of experiences that provide a challenging and engaging education and build a sense of community at DRMS. All qualified applicants will be considered. PTA funds are limited based on fundraising activities. The DRMS PTA cannot guarantee that all grant applications can be funded.

Application Criteria

To be considered, your project or activity must meet one of the following:

- Classroom/Academic Support
- Performing/Visual Arts
- Educational Activities

And both of the following:

- Activities that cannot be funded through other sources
- Activities that support a sizeable number of students

Application Process

To apply for a DRMS PTA Mini-Grant:

1. Complete the attached Mini-Grant Application, providing as much information as possible. Obtain the signature of the principal, indicating her approval.
2. Email the PTA at durantroadmittlepta@gmail.com to notify the PTA that you have placed a pending application in the PTA President's mailbox.
3. To have application considered at the monthly PTA Board meeting, applications should be submitted by the 20th of the month preceding board meetings.
4. All applications will be considered at monthly PTA Board meetings.
5. Approved applicants will be notified following each board meeting.

Durant Road Middle School PTA Mini-Grant Application

The PTA Mini-Grant program is for special requests by DRMS PTA Faculty Members (for up to \$250) which meet the specified program guidelines. Please complete this form with as much information as possible, and attach a pre-invoice. To be considered at monthly PTA Board Meetings, the application should be submitted by the 20th of the preceding month.

Name: _____

Class/Department: _____

Requested Amount of Grant: _____

Number of students that will benefit: _____

Date of Request: _____

Date Needed: _____ Applicant Email: _____

Specific purpose of request and desired curriculum or goal for DRMS students:

Make checks out to: _____

Signatures:

Applicant: _____ Home Phone: _____

Principal's Signature (indicating approval): _____

- * Please review Mini-Grant guidelines prior to submission.
- * Reimbursement will be issued only after receipts are submitted to the PTA Treasurer.
- * Effort should be made to find the lowest possible price for any items approved for purchase.
- * Questions regarding the mini-grant process should be directed to durantroadmiddlepta@gmail.com.

Once you have been notified of approval by the PTA, any questions you have regarding your check should be directed to the PTA treasurer, Brian Kindl at btkindl@bellsouth.net

Date received: _____ Date Approved: _____ Approval Signature: _____

Date/Amount Reimbursed: _____

Durant Road Middle School PTA Faculty Members Mini-Grant Guidelines:

1. Mini-grant funds are part of the DRMS PTA yearly budget allocation and are funded through PTA membership, fundraising activities, and donations.
2. Teachers/Staff members may request mini-grants in the amount of \$250 or less, using the DRMS Mini-Grant Application form. Anyone requesting a mini-grant must specify how the funds will be used, the amount of funds needed including taxes, shipping and handling costs, and state the desired curriculum goal or benefit to the school.
3. Effort should be made to find the lowest prices possible. Contact the PTA for information about PTA discount programs, sales tax savings and other supply reimbursement considerations.
4. Whenever possible, it is preferred that the PTA pay the vendor directly for sales tax reasons.
5. Teachers/Staff requesting multiple mini-grant items are asked to prioritize their individual items.
6. Teachers/staff may request mini-grants together to split the cost of a shared item that costs more than \$500.
7. PTA funds cannot be granted to pay for individual student/teacher/staff member travel expenses, accommodations or meal reimbursements.
8. The PTA will make an effort to grant requests as evenly as possible among grades and departments.
9. Mini-grants are meant to provide funds for programs for which there is no other funding available. The PTA will consider whether or not there may be other sources available for money and whether those sources have been utilized.
10. The PTA will make an effort to grant requests that benefit a sizable number of students, enhance a teacher's ability to teach or to purchase items which will remain on campus for future use.
11. The mini-grant applications will be reviewed and voted on during monthly PTA Board Meetings, which are held the third week of each month. A vote by a majority of the board members is required.
12. Mini-grant applications should be submitted by the first of each month. All mini-grant applications must have the Principal's signature prior to review by the board. Please email durantroadmittlepta@gmail.com once you have completed the application and placed it in the appropriate PTA mailbox pending approval.
13. The intent of the PTA is to serve as many teachers as possible. The PTA requests that each teacher make only one request during the first semester. Available funds will determine if teachers may submit a second request during the second semester.
14. The PTA Mini-grant program fund availability is based on the success of PTA membership, donations, and fundraising activities. Grants will continue to be offered as long as funds are available.
15. Anyone requesting a mini-grant must be a current member of the DRMS PTA.
16. Any item purchased through the mini-grant program (except consumable items) remain the property of DRMS. Upon receiving your item, the recipient must have a barcode placed on the item in our Media Center so that it may be catalogued and tracked.