

# **NGES/NSS Parent Teacher Group**

## **Mini-Grant Application**

Background Information:

- The PTG is pleased to provide mini-grants for the 2018-19 academic year. Mini-grants can benefit grade levels or the entire school. When requesting a mini-grant, items to be purchased should support or have a direct impact on the curriculum. Eligible items include, for example, consumables for science experiments, pedometers for physical education, technology for specials, etc.
- Mini-grants are at the discretion of the PTG, which must vote to approve the grant at its monthly meeting, typically held on the first Wednesday of each month. Although we try to approve every request we receive, approval is not guaranteed. Mini-grants must be approved before costs are incurred.

Procedure:

- To apply, please complete the form below and provide it to your principal for review and signature. Note that the principal's signature is not the final approval. The principal will present it to the PTG for approval.
- Mini-grants will only be approved up to the budgeted amount for 2018-19, which is \$5000. As opposed to previous years, mini-grants are being provided on a school-wide basis, not per grade level. Consideration will be given, however, to whether a grade-level has already received a mini-grant during the school year so that the distribution of funds is fair and equitable.
- Purchases will be made by PTG treasurer, Kristin Wood (**ngesptgtreasurer@hotmail.com**), once the mini-grant is approved. Please allow a reasonable amount of time for product ordering and delivery, keeping in mind that nothing can be purchased until after grant approval at the PTG meeting. If items are needed on an expedited basis, please communicate this with the PTG treasurer.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Requested (including shipping): \_\_\_\_\_

Grade or class to be served/Number of Children Served: \_\_\_\_\_

Items to be purchased: \_\_\_\_\_

What curriculum and/or individual goals are you looking to achieve, and how will these items support the curriculum?

Please provide any information the PTG treasurers may need to make the purchase, including the website address, items number(s), coupon codes, etc. (feel free to attach a copy of relevant documentation):

Ship to (School): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date approved by PTG: \_\_\_\_\_ Total amount: \_\_\_\_\_