

**Palm Valley Academy PTO
2019-2020 Academic Enrichment
Mini-Grant Application**

Purpose:

To provide funding for academic and cultural enrichment activities to teachers that will encourage and support innovation in instruction and creative approaches to the curriculum and to provide funding for class supplies and materials as needed.

Mini-Grant Description:

1. Up to \$100.00 per year per lead teacher. Teachers may collaborate and combine their money for a larger grant amount.
2. Intended to fund stand-alone units rather than routine or ongoing projects.
3. Funds may be used for academic or cultural materials, enrichment learning activities and/or classroom supplies or materials.
4. Intended to fund activities not covered by the school district budget.
5. Not intended to be used to fund field trip transportation or items not related to the curriculum or classroom instruction.

Application Procedures:

1. Complete the application below and place in the PTO Treasurer's mailbox. If you have already made the purchase and are requesting approval for reimbursement, please attach a receipt(s) to this application when submitting.
2. Once the application has been received, it will be reviewed.
3. If/when approved, you will receive confirmation of approval and the purchase of the intended item(s) can be made or reimbursement will be provided. Items can either be purchased by you personally, you can have the PTO billed directly, or provide information to allow the PTO to purchase.
 - a. *If you choose to purchase the items personally, a receipt/s must be submitted to the PTO Treasurer, before he/she can reimburse you.
 - b. *If you choose to have the PTO billed directly, please make sure your name and PTO Treasurer's name is noted on the order.
 - c. *If you choose to have the PTO purchase the item, please provide detailed information necessary to purchase the item for you.
4. Deadline for application submittal is May 1, 2020.

GRANT APPLICATION

Teacher/s: _____ Dollar Amount Requesting: _____

Project Description: _____

How will the item(s) be purchased? Personal purchase PTO Billed PTO purchase

If PTO billed, where will items be purchased from? _____

If PTO purchase, details necessary for purchase? _____

Approved: Yes _____ No _____

Date: _____