

## BOWMAN PTA MINI-GRANT APPLICATION

### *Purpose:*

The purpose of the Mini-Grant Program is to support and enhance the learning experience, curriculum and/or improve the school climate at Bowman School. The PTA generally supports programs that reach the largest number of students. However, if your idea has a smaller impact, try to identify other ways in which it can have a positive effect on the school as a whole.

Mini-Grants in previous years have funded staff professional development, attendance at academic conferences, magnetic white boards, student planners, international flags, all school Chinese New Year performance, educational testing materials, specialized small group reading materials, mobile media carts, new rugs, garden projects and much more. Use your imagination!

The Mini-Grant Program will provide grants of up to \$500. All qualified Mini-Grant proposals that have been approved by the Bowman School Principal will be considered.

### *Procedure:*

- Complete the form on the reverse of this page.
- Submit this completed form to the Bowman School Principal for approval.
- Principal-approved proposals will be submitted by the Principal to the PTA Presidents.
- All qualified proposals submitted by the Principal to the PTA will be evaluated and voted on by the PTA.
- The PTA generally meets the 2<sup>nd</sup> Tuesday of each month and will consider any qualified mini-grants at that time throughout the school year.
- Applicants will be notified directly by the PTA upon acceptance or rejection.

### *Mini-Grant Policies*

- Grants will be awarded in any amount not to exceed \$500.
- Funding is limited and established by the PTA each year.
- Mini-Grants proposals can be submitted any time during the school year, *but the sooner, the better*.
- The Bowman School Principal must approve all Mini-Grant proposals before they can be submitted to the PTA.
- Do not make any commitments or expenditures before you hear from the committee.
- The PTA will reimburse the applicant after receipts have been submitted or will provide a check directly to the vendor. Receipts can be dropped in the PTA mailbox in the Bowman front office or scanned/photographed and emailed to [treasurer@bowmanpta.org](mailto:treasurer@bowmanpta.org).
- Requests for reimbursement or direct payment must be submitted by the end of the school year

