



FOR BOARD USE ONLY:

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| Date approved: | |
| Amount: | |
| Fund: | |
| Date Paid: | |
| Check No.: | |

Mount Pleasant Elementary PTA

Mini Grant / Fiscal Sponsorship Request Form

The Mount Pleasant Elementary PTA budget includes funds for **Mini Grants** of up to \$2,500. This form **MUST** be used for funding requests that are not already part of the approved PTA budget for the current school year. Please submit this form at least one month before you need a decision to allow time for an Executive PTA Board vote. You are encouraged to attend the Board meeting to present your request. This form may also be used by grant writers who are requesting **PTA Fiscal Sponsorship**.

Please specify request type: Mini Grant PTA Fiscal Sponsorship

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|---|-------------------------------|
| Date of request _____ | Date decision is needed _____ |
| Requestor's name, phone and/or e-mail _____ | |
| I am a (check one) _____ Teacher _____ Staff member _____ Parent | |
| Name of project _____ | Amount Requested _____ |
| Is this a classroom project? _____ If yes, class and grade _____ | |
| If yes, have you coordinated the request with the teacher(s) _____ Principal's initials _____ | |
| Will this project generate any income? _____ If yes, how much? _____ | |

- Project Description:** Describe the project. If requesting fiscal sponsorship, attach a copy of the grant application.
- Purpose:** Describe the project's purpose. Explain what the funds will be used for and how they will be used. Include a detailed budget, not just a total amount.
- Benefits:** Describe the project benefits. Include specifics on who and how many in the community will benefit.
- Leadership:** Explain who will be responsible for the project. Provide specific names.
- Risks / Issues:** Are there any issues such as liability or privacy that could prevent this project from being approved? Explain how you would handle these.
- Alternatives:** Explain your back-up if this request is not approved. For example, what other funding sources might be available if PTA is unable to finance/fully finance your request? What other funding, if any, has already been secured and/or attempted?
- School Funding:** Have you discussed the project with the Principal to determine if the school budget will support the project? Please obtain the Principal's initials above to verify.
 - Please complete this form and attach responses to **all questions above**. Submit this form via e-mail to the Mount Pleasant Elementary PTA President and Vice Presidents or place in the PTA box in the school office and notify the President via e-mail. This form and e-mail addresses for the President and Vice President(s) are available on the PTA web site (<http://teacherweb.com/NY/mountpleasantelementary/PTA/ap1.stm>)
 - Requests will be reviewed at the PTA Executive Meetings (typically the second Tuesday of each month). An Officer of the Executive Board will contact you with the decision within two days after the meeting at which your request is considered.