**MacFarlane Park PTA   
Teachers and Staff Mini-Grant Request Form**

PTA Mini-Grants are designed to be a flexible source of funding for MPE teachers and staff for enrichment tools and programs to benefit MPE students. In keeping with the funding goals of the PTA, these programs may be educational, artistic or social programs to benefit either large or small groups of students. The funds are intended to cover areas not covered by existing district budget allotments or other dedicated funds.

The following procedures and rules apply:

1. Teacher/Staff member fills out mini-grant application information below;
2. Teacher/Staff member submits application to Principal for review;
3. Principal will review and either approve or not approve and determine if PTA funding is needed;
4. Principal will forward to PTA President prior to the next monthly PTA Board meeting.
5. PTA Board will review the request at the next PTA Board meeting and vote on approval.
6. PTA President or other Board member will notify staff member of approval or rejection.
7. The PTA Treasurer will cut checks up to the approved amount to the appropriate payee: district; school; teacher or staff member. Receipts must be provided.

Applicant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Program and how it benefits students (attach additional sheets if needed):  
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Estimated # Students Impacted in Current Academic Year: \_\_\_\_\_\_\_\_\_\_ Estimated # of Useful Years: \_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTA Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved: Yes or No Budget Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_