

## MacFarlane Park PTA Staff Mini-Grant Program



The PTA mini-grant program is designed to be a flexible source of PTA funding for our teachers and staff to primarily sponsor or support enrichment programs in which MacFarlane students participate. In keeping with the funding goals of the PTA, these programs may be educational, artistic or social programs which benefit students. Grants for materials or supplies that are not directly tied to an enrichment program but support needs that benefit groups of students will also be considered. Grants may be submitted at any time during the school year. MacFarlane Park Elementary Principal Denyse Riveiro will receive and review each grant from the staff. Requests that are not already covered by other funding and meet her approval will be forwarded to the PTA Board for consideration. The PTA Board will consider all grants submitted for approval at the next scheduled monthly board meeting. Please allow adequate time for the approval process.

### The Mini-Grant Process:

- The teacher or staff member has an idea for a program, or has additional needs for a current program in which students will benefit and participate.
- Teacher or staff member completes the [PTA Mini-Grant Application Form](#), including a brief description of the program or need, how it will benefit students and how funds will be used. Information on how the materials will be purchased must be indicated, for example: by the school through a district vendor, or by the teacher or staff member either online or locally via cash/credit.
- Teacher or staff member submits the application to Principal Denyse Riveiro.
- Dr. Riveiro reviews the application for merit and determines if there are already funds allocated to the school which could pay for the program. If existing funds are available the mini-grant will not be forwarded to PTA.
- If the program meets the Principal's approval and no other funds are available, Dr. Riveiro will present the application(s) to the PTA Board at the next monthly PTA Board meeting.
- During the next PTA meeting, PTA Board members may ask questions and will vote on whether or not to fund the request(s).
- If the PTA board votes to fund the application, a representative from the PTA Board will notify the teacher or staff member of the mini grant approval, including the amount of funds approved.
- The teacher or staff member must submit all receipts or invoices to the PTA Treasurer. Use of the [PTA Check Request form](#) will expedite your check. This form is available in the PTA drawer in the staff mailroom or online. Funds will be dispersed by the PTA Treasurer up to the amount approved in the mini grant.
- Mini-Grant materials or purchases are to be considered the property of MacFarlane Park Elementary unless otherwise noted.
- Please contact the PTA President or Treasurer for assistance or if you have questions.