



Lincoln Pta
ELEMENTARY EST • 92

3101 Pacific View Drive, Corona del Mar, CA 92625

Mini-Grant Request Guidelines

ALL MINI-GRANT REQUESTS WILL BE EVALUATED BASED ON:

- The extent and manner in which the program or item is new and innovative;
- The extent and manner in which the program or item will enhance, improve and/or complement established school curriculums and activities, including the teaching process;
- The number of students who will benefit, including whether a program, item or teaching materials can be shared between classrooms and among grade levels – the project must benefit the students of an individual class, a particular grade level or the entire school; and
- The life span of a program or item, and whether it may have a sustainable impact and/or be integrated into the present curriculum; provided that the project must be able to continue in the future without additional PTA funding.

MINI-GRANT REQUESTS CANNOT BE APPROVED IF:

- The applicant is not a member of the Lincoln Elementary PTA.
- The program or item has previously been funded by another source.
- The program or item is something that the school district should be budgeting for or the principal has not approved.
- The program or item is not in accordance with school guidelines.
- The item is considered furniture.
- PTA guidelines, including insurance guidelines, prevent us from approving a project of this type. For example, the PTA is unable to fund transportation.

Funding Limits

At the beginning of the school year a total Mini Grant budget is approved by the Executive and General PTA Boards. There is not a total for the number of mini grants accepted only for the total spent by the PTA in that school year. \$1,000 has been budgeted for mini-grants. Please note that mini-grant funding may be impacted if the PTA is not financially healthy that school year.

Approvals

All Mini-Grant requests must receive initial approval by the school Principal and then be submitted to the PTA Treasurer. Grants will be awarded throughout the year until all PTA Mini-Grant funds have been exhausted.

Notes

- The PTA reserves the right to request additional information from applicant of the mini-grant.
- Not all mini-grants are approved as the grant process includes a majority vote from the PTA Executive Board.

Lincoln Elementary PTA Mini Grant Application

GENERAL INFORMATION

Please print.

Grant Title: _____

Amount of Grant: _____

Grade Level: _____

Submitted By: _____ To be Paid To: _____

DESCRIPTION

Provide a brief description of your proposal. Include the program, classroom subject and grade level affected.

PROGRAM GOALS AND STATEMENT OF NEED

Describe what the proposal is intended to accomplish and why it is needed.

PROGRAM REQUIREMENTS AND COST

Describe the equipment, materials, and/or services necessary and the cost of each.

METHOD OF COMMUNICATING SUCCESS OR COMPLETION

Describe how you will communicate or measure the completion or success of your program to the PTA.

APPROVALS

Principal Signature: _____ Date: _____

PTA President Signature: _____ Date: _____

Treasurer: _____ Amount Paid: _____ Check #: _____ Date: _____

Return completed application to the PTA Treasurer, Manoosh Shakib, at manoosh@me.com