



Schuylkill Valley Middle School PTO Mini-Grant Application

Mini-grants are considered on a first-come, first-served basis. Requests for funding should serve most, or all, of the students in the school or in a grade level. Teachers should plan to present their mini-grant request at a regularly scheduled SVMSPPTO meeting in order to be considered for approval. Please contact the SVMSPPTO prior to attending the meeting.

Teacher's Name: _____ Grade: _____

Email Address: _____ Amount Requested: _____

Date: _____ Number of students to be served through this mini-grant: _____

Narrative describing project, including educational value. Use back of paper if needed:

Items to be purchased:

Signature of building principal: _____ Date: _____

Signature of SVMSPPTO board member: _____ Date: _____

Circle One (SVMSPPTO USE ONLY): APPROVED DENIED

Teacher's Name: _____

Your mini-grant request has been: APPROVED DENIED

Reason for denial: _____

If you have any questions, please contact an SVMSPPTO Board member.

PTO use only: Check # _____ Amount \$ _____ Date _____

SVMSPTO Mini-Grant Guidelines

The purpose of the SVMSPTO mini-grant program is to give SVMS faculty the opportunity to apply for funds to carry out special projects with students. These projects are intended to enrich, supplement or complement the curriculum for the maximum number of students possible. The request may be made by an individual teacher or by a group of teachers working together.

TIMELINE FOR SUBMISSION:

Application for a mini-grant may be made at any time during the school year prior to April 30. The SVMSPTO meets on the first Monday of September, December, March and May. Teachers should attend one of these meetings to present their mini-grant request and are required to contact the SVMSPTO prior to attending the meeting so that the request may be added to the agenda. At that time, the mini-grant request will be submitted to the SVMSPTO Board and approved or denied. The mini-grant request should be presented prior to the activity or special program taking place, as mini-grants are considered on a first-come, first-served basis.

APPLICATION PROCEDURE:

1. Secure and complete a mini-grant application. These can be found on our website, www.svmspto.org under “Forms and Handouts.” Be sure to include all requested information and provide a thorough narrative of the proposed mini-grant project.
2. Submit a copy of the completed application to the building principal for review to determine if district funding can be provided for the special project.
3. The building principal will forward the copied mini-grant application to the SVMSPTO.
4. The teacher(s) should plan to present and explain the mini-grant application at a regularly scheduled SVMSPTO meeting. If the mini-grant is a group request, only one member of the group is needed to present the request.
5. The SVMSPTO Board will act upon the application based upon the content of the mini-grant application and the information presented by the teacher(s).

EVALUATION CRITERIA:

- Mini-grants are available for grades 5 – 8. The purpose of the mini-grant is to provide funding for special projects that benefit most, or all, of the students in the school or in a grade level. Ongoing or yearly requests for funding should be made through the school district’s budgeting process, or by requesting the SVMSPTO include the project as a line-item in its yearly budget.
- Mini-grant applications should show a clear picture of what will happen, who will be involved and served, how much the project will cost and the anticipated results.
- There must be adequate justification for all costs, including materials and other expenses. Teachers should show evidence of having investigated the most economic source for materials and supplies needed.
- The project should focus specifically on the improvement of instruction of students. Teachers are discouraged from making applications for mini-grant funds to be used as a contribution to an outside agency or event.
- The proposed project must address objectives consistent with the district’s published planned course of study.
- Awarding of an SVMSPTO mini-grant will be decided by the SVMSPTO Board based on the merits of the project and the availability of funds.