

LCJSMS PTO

Mini-Grant Application
2018-2019

Applicant: _____ Date: _____

Grade Level/Department _____

How many students will benefit from this grant? _____

How will this project/materials benefit your curriculum/department? _____

Briefly describe your project/program, and what sources you plan to use.

Please itemize cost below: ***all purchases must be made using LCJSMS PTO tax exempt ID:**

LCJSMSPTO is a 501(c)(3) and we have a fiduciary responsibility to our members, therefore, we DO NOT reimburse for tax.

Total: \$ _____

Checks to be made payable to:

(Please attach documentation of costs if applicable –web page, invoice, etc.)

Please remember to turn in all receipts, even if the check is made payable to you. PTO must have receipts for what you purchased.

Administration Approval of Request _____

Principal or Assistant Principal

Mini-Grant Guidelines
2018-2019

- 1.. Completed application forms should be emailed to LCJMSPTOINFO@gmail.com
2. Mini-grant applications will be reviewed upon receipt.
3. Applicants will be notified of approval/denial within two weeks of committee review.
Funds will be distributed at that time.
4. Mini-grant funds will be approved and distributed until all budgeted funds have been allocated.
5. Grants in excess of \$250.00 may require further information and review
6. All grant requests must be approved (and signed) by either the Principal or an Asst. Principal.