



## SPHS PTSA Club Mini-grant Application Information

The SPHS PTSA is awarding mini-grants to SPHS student clubs. To obtain a mini-grant, the club must fill out an application form, explain how the money will be used, and provide a detailed estimate of costs and expenses. Applications must be signed by the club's advisor.

*Funding for grants will be approved by the SPHS PTSA and distributed by the ASB/ASB Advisor. Expenditures must follow ASB's requirements and processes. Check requests and purchase orders for mini-grant expenditures should be noted "PTSA mini-grant" to ease financial tracking.*

- Eligibility:** All authorized SPHS Clubs. Note: All clubs that receive funds will be required to submit a report about how the funds were used prior to the end of the school year. Failure to submit a report may make the club ineligible for future funding.
- Selection Criteria:** SPHS PTSA Club Mini-grants are available to fund activities that further the purposes of the club with an emphasis on activities that will serve the SPHS community. The awarding of mini-grants is solely at the discretion of the SPHS PTSA Mini-grant Committee.
- Range of Mini-grants:** SPHS PTSA Club Mini-grants will be awarded according to need and information provided by applicants. In general, mini-grant awards may be in the range of \$50-\$250, though applicants may apply for a greater amount and make their case for such funding in the application.
- Application Deadline:** All applications must be turned in no later than Thursday, **November 7, 2018**.
- Submission:** Applications may be submitted one of two (2) ways:  
**Email:** SPHSPTSAclubminigrants@gmail.com  
**Office:** Drop off in the PTSA mail box in the main office.
- Notification:** Clubs will be notified no later than December 15, 2018.
- Completion Date:** All funds must be spent prior to April 15, 2019 unless prior arrangements have been made.
- Reporting:** A brief written report about how the funds were used is due no later than May 31, 2019.



## SPHS PTSA Club Mini-grant Application

**Name of Club:**

**Amount Requested:**

**Club President:**

**Club Advisor:**

**Club Pres. Email:**

**Club Advisor Email:**

**Club Pres. Phone:**

**Club Advisor Phone:**

**Club's Purpose:**

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**Total Number of Members:**

**Number of Active Members:**

**Year Club Established:**

**Did Club Receive a Grant Last Year:**

**Provide a clear summary of how the SPHS PTSA Club Mini-grant funds will be used and who will benefit from the activity/activities if funded.**

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**Provide a brief budget for the items the club is requesting. Be sure to include tax and shipping if applicable. (If more space is needed, you can provide this information on a separate sheet of paper).**

Items	Amount
1.	
2.	
3.	
4.	
5.	
Tax	
Shipping	
Total	

**Other Comments:**

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**All information included in the application is accurate and I confirm that, if awarded a SPSHS PTSA Club Mini-grant, we will spend the funds as described herein. We understand that (a) expenditures will be made through the ASB and as such must follow all ASB requirements and processes; (b) check requests and purchase orders for mini-grant expenditures should be noted "PTSA mini-grant" to ease financial tracking; (c) expenditures must be made by April 15, 2019 unless other arrangements have been made with the PTSA in advance; and (d) a final summary about the success of the activity/activities needs to be provided to the PTSA by May 31, 2019.**

\_\_\_\_\_  
**Club President's signature**

\_\_\_\_\_  
**Date**

**I, the club's advisor, have read, agree with, and understand the club's grant application:**

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**Club Advisor's signature**

\_\_\_\_\_  
**Date**