



## **SPHS PTSA Club Mini-grant Application Information**

The SPHS PTSA is awarding mini-grants to SPHS student clubs. To obtain a minigrant, 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.comOffice: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**

Total Number of Members:	Number of Active Members:
Club's Purpose:	
Club Pres. Phone:	Club Advisor Phone:
Club Pres. Email:	Club Advisor Email:
Club President:	Club Advisor:
Name of Club:	Amount Requested:

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.



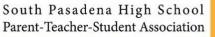


## Provide a brief budget for the items the club is requesting. Be sure to include tax and shipping if applicable. (*If more space is needed, you can provide this information on a separate sheet of paper*).

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

## **Other Comments:**







All information included in the application is accurate and I confirm that, if awarded a SPHS 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:

**Club Advisor's signature** 

Date