Ledgeview PTA Mini Grant Application Procedures

1. **Ledgeview Staff must complete the mini-grant application form**. (form is available on the PTA Website and in the PTA mailbox).
    a. The maximum budget amount per request is $200 per application, including shipping.
    b. Additional/larger amounts may be granted if the dollars requested supports multiple classrooms.
    c. The Ledgeview Staff member requesting the mini-grant must be a current Ledgeview PTA member.

2. **Completed Mini-Grant application forms must be submitted to the Ledgeview Principal for approval prior to being submitted to PTA.**
    a. All requests must be submitted by May 1st of the current school year.
    b. Any item that is not available by the close of the current school year will not be funded.
    c. Please keep in mind PTA meetings are held the 2nd week of each month when submitting applications.

3. **The Ledgeview Principal will review the application and, if approved, submit to the Ledgeview PTA Vice President**. Items requested need to:
    a. Align with the educational standards.
    b. Not have any other funding sources available.

4. **The Ledgeview PTA Vice President and PTA will review and vote on the mini-grant application**.
    a. Items to review include:
        i. Ensure approval of Ledgeview Principal
        ii. Ensure Mini Grant Budget supports application
        iii. Approval for funds will be voted on at monthly Ledgeview PTA Meetings.
    b. Activities to complete if approval is given:
        i. The recipient of the mini grant is responsible for ordering the item approved.
        ii. The recipient of the mini grant will submit the Request for Reimbursement Form (Rev. 2017). Receipt(s) and required documentation need to be attached to the Request for Reimbursement form (form can be found on the PTA website) and submitted the Vice President (may place form in the PTA mailbox).
        iii. Ensure that TAX EXEMPT purchases are made. Tax Exempt form is available on PTA Website.
        iv. Ensure the request does not exceed $200, including shipping.

Any questions? Contact Melinda Varian at melinda_varian@yahoo.com