

Ben Franklin PTA

Mini Grant Guidelines and Application

Franklin PTA budgets money each year to be used for Mini Grants. Mini Grants are requests for items, events, programs, or projects that are not currently funded. Mini Grant requests are capped at \$1000, and must be in alignment with the Ben Franklin PTA mission.

Any Parent, Teacher, or Student is welcome to complete a Mini Grant application. All applications will be evaluated by the PTA Board for approval.

Ben Franklin PTA Mission: **“We strive to enrich the education of every student.”**

PTA Board will evaluate applications, based on:

- Alignment with the Franklin PTA mission, the criteria has been broken into:
 - Improving Student Performance (Academics)
 - Improving Student Character (e.g., values)
 - Improving the Student environment (e.g., safety, infrastructure, equipment)
- Alignment with Franklin PTA’s spending Priorities
- Higher consideration is given to those requests that benefit the largest number of students

For your Mini Grant to be considered, it must:

- Be signed by the Principal
- Be submitted to president@mybenfranklinpta.org or to President mailbox in PTA Office
- Have accurate cost amounts (attach detailed budgets, multiple vendor bids).

Mini Grants:

- Are one time funding. They are not a promise or guarantee of future funding of a program.
- Cannot fund salaries.
- Property purchased, becomes the property of LWSD.
- Mini Grants cannot fund any transportation costs as grant requests.

Any questions should be directed to the PTA President (president@mybenfranklinpta.org)

**Ben Franklin PTA
Mini Grant Application**

Grant Title:	
Amount Requested:	
Submitted By:	
Contact email:	

1. Describe your Mini Grant request:

- 2. Does this Grant improve:**
- **Student Performance (Academics)?**
 - **Student Character (e.g., Values)?**
 - **Student environment (e.g., safety, infrastructure)? If so, how:**

3. Specifically, how many students would benefit from this Grant? Which Grades?

4. What are your SMART (Specific, Measurable, Attainable, Relevant, Timely) Goals?

5. If the grant is approved, does the request require maintenance or ongoing financial support? If so, how will it be maintained? Please explain.

6. Have other funding sources been investigated for this request? (For example: LWSD, LWSF - Schools Foundation). If not, why not?

7. Is there any other information you would like the PTA Board to consider?

Principal Signature: _____