

Edina High School PTO

MINI-GRANT REQUEST FORM 2018-2019

EHS PTO mini-grants are available to support learning and to enhance the EHS community.
Applications can be submitted by EHS staff with signature from the EHS Principal.

Applications will be considered based on:

- How the program will benefit learning
- The number of students and/or staff who will benefit from the program
- The extent to which the request fits with the goals of the program it will support
- The availability of funds

Funding will not be granted for any project or program which is connected to the achievement of an academic grade or as reimbursement for projects that have been completed.

Please note: All approved funds must be requested and dispersed within the same fiscal year.

Department/Organization: _____	
Staff Name: _____	Phone Number: _____
Email: _____@edinaschools.org	
Amount Requested: \$ _____	Date Needed: _____
Signature of Dept. Chair or Organization Advisor: _____ Date: _____	
Description of Request: <i>Please include details of the request and how it fits with the goals of the program. (Please use the back of the form if more space is needed.)</i>	
Benefits to EHS Students and Staff: <i>Please include the number of students and/or staff who will benefit from the grant and how it will impact learning.</i>	
Alternate sources of funding: <i>Have you attempted to secure other sources of funding? Are there matching funds available for this grant? Please explain.</i>	

<i>Office use only</i>	<input type="checkbox"/> Approved for \$ _____	<input type="checkbox"/> Denied
Signature of EHS Principal: _____	Date: _____	
Check payable to: _____	Check Amount: \$ _____	Check #: _____
Delivery Instructions: _____		