(School Name)

**Staff Mini-Grant Form**

The P&C at (School) is pleased to offer mini-grants. This simple process is designed to encourage teacher and faculty to request funds that will enhance student enrichment. Grant requests are approved based upon need and budgeted funds. Please allow 30 days for processing. Grant requests will be discussed at P&C meetings (held XX of each month). If you need immediate assistance, please contact the P&C Treasurer, (Name and email) Thank you!

***For all requests, please attach a detailed description of how this will benefit the school and your students.***

***For field trips only, please itemize all costs, even if approximate (transportations, fees, snacks, etc.).***

|  |  |
| --- | --- |
| Date submitted: |  |
| Brief description of grant requested: |  |
| Person/Grade requesting grant: |  |
| Amount requested: |  |
| Date Needed:  |  |
| Department/Grade this grant will benefit: |  |
| Contact email/phone number: |  |
| Will P&C order directly, be invoiced, or reimburse you for the expense?  |   |
| When will it need to be paid?  |  |
| To whom will payment be addressed? |  |
| Reviewed by principal (signature): |  |
| Reviewed by P&C board (select one & initial):  | Approved Denied |
| Date Reviewed: |  |
| Date Paid: |  |
| Amount Paid: |  |
| Reimbursement receipts received and attached? |  |