

GENESEO CENTRAL SCHOOL PTSA MINI GRANT CRITERIA

On an annual basis, as funds permit, the Geneseo Central PTSA will consider requests for Mini Grants based upon the following criteria:

- Mini Grants must be used to enhance the education and welfare of students, teachers, and parents at Geneseo Central School

- **\$600 will be available in Mini Grant funds three times a school year.**

Each request can receive up to \$200. Each request can receive up to one (1) Mini Grant per year. An organization will only be granted one (1) Mini Grant per year.

- **Submission due dates for 2018/2019 – October 12th, January 11th, and April 12th**

- Anyone residing in the GCS district and who is a **member of GCS-PTSA is eligible** to apply.

- Funds must be used in the current school year.

- Funds are utilized for expenses not covered in the school budget. Keep in mind that according to National PTA regulations, some items cannot be funded (i.e. gas).

- If the request requires the purchase of items, the PTSA Treasurer must be notified in advance of a purchase. Receipts must be submitted for reimbursement. **Checks must be written to an organizations.** Checks to individuals are not permitted.

- The applicant or representative **Must Attend** a PTSA meeting to present his/her request. Any applications that are not presented will be denied.

- After review of the application and if the guidelines are met, the request will be presented at the next general PTSA meeting for a vote. If approved by the assembly, the request will be signed by the PTSA President who will notify the applicant.

Completed application forms should be submitted to:

GCS PTSA Attn: Mini-grant Request

P.O. Box 395 Geneseo, NY 14454

OR

Elementary or MS/HS PTSA Mailbox

If there are any questions about the mini-grant process, please contact the Treasurer, Angela Pollock, at gcsptsa@gmail.com

GCS PTSA MINI GRANT APPLICATION FORM

Name: _____

Email: _____

Phone: _____

Date of Request: _____

Date Funding Needed: _____

**Is the Applicant a PTSA Member? YES/NO (Membership is required to submit the application.) Program/event funding is requested for: _____

Please give a brief description of the program/project/event (please use additional paper if needed)

How will this event benefit students/teachers/parents?

What is the total number of students that will benefit from funding? _____

Please list all proposed expenses and cost estimates. _____

Total request for Mini Grant funds: _____

Would you accept partial funding? _____

Are there alternate sources for funding for this event/project (i.e. fees for students, fundraisers, other organizations)? If so, please describe: _____

Is this request part of a tradition? _____

Applicant Signature: _____ Date: _____

PTSA General Assembly Vote:

Approved _____ Note Approved _____ Date: _____

Signature of PTSA President: _____ Date: _____