



**Lake Shore Middle School PTO  
Mini-Grant Program**

**September 2018**

**Dear Lake Shore Educators,**

The Lake Shore Middle School PTO is pleased to offer teacher mini-grants in support of initiatives to allow for instruction of the highest quality. We are proud to offer \$3500 in mini-grant funds for the 2018-2019 school year.

Please look through the attached guidelines. In order to submit a request, follow the process below and/or contact the Lake Shore PTO Vice President(s) if you have any questions.

**Submitting Mini-grant Requests:**

1. After reviewing the mini-grant guidelines, please fill out the attached Application Form.
2. Return the application form in an envelope marked "MINI-GRANTS" to the Lake Shore PTO mail slot in the office. Requests may also be emailed directly to the PTO Vice President(s).
3. Requests must be submitted in writing no later than the first Monday of the month to be considered at the PTO meeting that month. The PTO meets the third Tuesday of each month at 9:15am in the orchestra room.
4. You will be contacted by the PTO Vice President(s) with the outcome of your request.

We encourage you to take advantage of this opportunity. Thank you for all you do for our children! The PTO is proud to support our Lake Shore staff!

The objective of the mini-grant program is to provide teachers with an opportunity to fund special projects, activities, and supplies which directly involve, affect or will be utilized by students and are, otherwise, outside of annually budgeted school funds. In hopes of maximizing resources, priority will be given to proposals reaching or affecting as many students as possible.

**Guidelines**

1. Mini-grant (MG) requests will be accepted from all classroom teachers, as well as specialty staff such as music, PE, art, guidance, and reading.
2. The total MG funds available will be subject to board approval each year in the budgeting process. However, if revenues fall short of the amount budgeted by the PTO, the PTO has the right to reduce the amount granted.
3. MG requests may be made for single classroom projects, joint class projects or on behalf of a class/grade for the entire school. Grade level/Specialty teachers should collaborate and agree on joint requests.
4. MG requests are to be reviewed by the school principal PRIOR to submitting the written application to the PTO Vice President(s).

5. MG requests will be reviewed in a timely manner and approved by the PTO membership based upon the following criteria:
  - Proposed costs are reasonable and within available funds.
  - Proposed projects, activities, and/or supplies directly engage, involve, or affect students.
  - Proposals are for items/activities not eligible or included in the annual classroom budget. (Please discuss your request with the school principal to ensure it cannot be funded by the school budget.)
  - Equipment and other non-consumables purchased become the property of Lake Shore School and must remain with the school.
  - Proposals may include requests for equipment and other non-consumables, which are not available on site.
  - A deadline of May 1<sup>st</sup> is set in order to process and pay out approved mini-grants within the current fiscal year (which ends June 30<sup>th</sup>).
6. The PTO Executive Board or PTO membership may make suggestions for alterations of a given request.

Funds for approved requests will be disbursed by the PTO treasurer upon receipt of a payment request form accompanied by receipts and/or invoices. Feel free to contact the PTO treasurer to discuss fund disbursement.

7. Teachers are requested to use the Lake Shore PTO Wisconsin Sales and use Tax Certificate of Exempt Status (CES#049567) when making purchases in order to maximize MG dollars.
8. A file of requests, approved and unapproved will be kept by the PTO treasurer.
9. Any MG funds unused by the end of the school year will stay in the general fund and be available for use by the PTO.
10. The MG program is to be administered by the PTO Vice President(s) in accordance with these guidelines until otherwise amended by the Lake Shore PTO.
11. The MG guidelines will be distributed to all teachers by the PTO President(s), in the beginning of each school year.

Respectfully submitted,  
Lake Shore PTO Executive Board 2018-2019  
Amie Abendroth, Judith Wasserman, Jacqui Jones, Roberta Sutcliffe, and Kristyn Harrell

Adopted March 2013



**Lake Shore Middle School PTO  
2018-2019 Mini-Grant Application**

Please complete the following information and return this form to the PTO Mail slot in the office OR to the Vice President(s)' file located in the PTO box. Applications may also be scanned and emailed directly to the Vice President(s). Remember to fully describe the item(s) or program(s) and their educational value. Attach any brochures or supporting materials, if available. Thank you.

**All mini-grant requests must be reviewed by the principal before submitting to the PTO.**

If you have any questions, please feel free to email or call Jacqui Jones or Judith Wasserman at [lakeshoremiddleschoolpto@gmail.com](mailto:lakeshoremiddleschoolpto@gmail.com)

Name/Dept: \_\_\_\_\_

Phone #/Email \_\_\_\_\_

Date: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_ #Students served \_\_\_\_\_

\*Reviewed by Principal ? \_\_\_\_\_

Goods or Services being requested: \_\_\_\_\_

\_\_\_\_\_

Please describe how receiving this mini-grant will enhance the academic experience in the classroom and/or how it will benefit the children.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please continue on back or add additional sheets if necessary)

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**For PTO use only:**

Date reviewed by PTO membership \_\_\_\_\_ Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: