

# PPES PTO Mini-Grant Application

Date of Request \_\_\_\_\_

Teacher Names(s) \_\_\_\_\_ Grade/Class \_\_\_\_\_

## Event Information

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Number of students benefited: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Approval Steps

**Mr. Lee:**

I approve this mini-grant as an appropriate use of PTO funds which will benefit the students/school.

**PTO:**

This mini-grant is approved and the funds are available for use.

This mini-grant is denied for the following reason. \_\_\_\_\_  
\_\_\_\_\_

**NOTE: Mini-grants will be not be reimbursed if funding is not first approved by the PTO.**

I agree to submit documentation of all costs associated with this mini-grant. I understand that if I spend any money prior to PTO approval that I will not be reimbursed for those costs.

\_\_\_\_\_  
Applicant's Signature