



Trabuco Hills High School PTSA 2022-2023 Mini-Grant Application

Applicant Name/Position: _____

Department/Subject: _____

Email and Phone Number: _____

Please attach a **separate document** that provides a detailed description of your request. The following information should be included:

- Who will benefit from your request. Please approximate how many classes and/or students will directly benefit from, or use, the requested item(s).
- Other funding sources you have pursued and what the response was. Please indicate whether or not you have submitted a request to your Department Chair. If possible, attach copies of correspondence.

Project Cost:

<u>Item</u>	<u>Unit Cost</u>	<u>Tax & S/H</u>	<u>Total</u>

Total amount requested from PTSA: _____

Can your project/request be implemented with partial funding? _____

Signature: _____ Date: _____

Applications are due on or before October 29, 2022. Please submit to Gina Hummel, PTSA Mini-Grant chair, at trabucohillspsta.minigrants@gmail.com. You can also submit a paper copy to the PTSA school mailbox, but please email us to let us know.

2022-2023 THHS PTSA Mini-Grants

THHS PTSA provides Mini-Grants to teachers and/or staff to supplement or expand existing instruction on campus for the 2022-2023 school year. The grants are intended for educational items or supplies to promote student learning that are not funded by the school or district. Priority will be given to those programs that reach and have an impact on the largest number of students on a school level, followed by departmental requests.

Criteria: The applications will be prioritized according to the following criteria:

1. 2022-2023 THHS PTSA members or friends of PTSA (applicants are not required to be members/friends, but priority is given to members/friends).
2. Number of students the proposal will directly affect.
3. Long-term effect of the proposal (one-time or annual expenditure vs. continued usability).
4. Limits/options for alternative funding.
5. Applicants who did not receive a THHS PTSA Mini-Grant during the 2021-2022 school year.

Process:

- A. Applicants shall prepare a PTSA Mini Grant application and submit it to the PTSA by the submittal deadline. Completed applications should be emailed to trabucohillspsta.minigrants@gmail.com or dropped off in the PTSA mailbox. The PTSA Mini-Grant Committee will review all proposals and evaluate them according to the above criteria and make their recommendations for approval to the PTSA Executive Board. The Executive Board's recommendations will then be presented to the Association for approval.
- B. Each applicant will be notified via e-mail of their application status.
- C. Purchases for approved grants will be worked out individually with each recipient. If the applicant makes any purchases, he/she will need to turn in the original receipt(s) to the PTSA Mini-Grant Chair (Gina Hummel). In the event the receipt amount exceeds the grant award, only the amount of the grant award will be reimbursed unless previously approved by the PTSA. ***Any equipment, software, or supplies purchased with PTSA monies become the property of THHS. Should the grant recipient discontinue working at THHS, anything purchased with the Mini-Grant remains the property of Trabuco Hills High School.***

Applications Due – October 29, 2022

Questions? Contact Gina Hummel – trabucohillspsta.minigrants@gmail.com.