



## **PTA Mini-Grant Application**

### **Otis Parent-Teacher Association (PTA)**

**\*\*Deadline: March 1, 2023\*\***

The Otis PTA mini-grant program is designed to enable students, parents, and teachers to access funds for specific purchases, projects or activities that will benefit and/or enrich the Otis community, or enable students, parents or teachers to participate in certain school activities. Grants will be awarded in amounts between \$20-\$500 and are limited to a maximum request of \$500 total per person/group. If a committee representative has already received a mini grant, a different committee representative may still apply for a separate project, and the request will be considered, depending on available funds.

Preference will be given to purchases/projects/activities that:

- (1) provide opportunity to individual students, parents or teachers who need financial assistance to participate in certain school activities,
- (2) benefit many Otis community members,
- (3) promote collaboration among parents, teachers, and/or students, and
- (4) have the potential to endure into the future.

**How to Apply:** Complete the Application Form and leave it in the PTA mailbox in the office or email it to Caephren McKenna at [cmckenna@alamedaunified.org](mailto:cmckenna@alamedaunified.org). All submissions must be received by 11:59 p.m. on March 1, 2023.

**Review Process:** Each application will be reviewed by a committee. Grant awards will be determined by the March PTA meeting and announced at the meeting. Recipients will also be notified by email.

**Rules:** All funds awarded must be expended by no later than May 5, 2023. By May 12, 2023, grant recipients must submit all receipts and reimbursement requests with a brief report to the PTA summarizing how the stated goals were achieved.

Questions? Please email Caephren McKenna at [cmckenna@alamedaunified.org](mailto:cmckenna@alamedaunified.org). Thank you for your interest in participating!



# Otis Mini-Grant Application Form 2022-2023

<p><b>Applicant Information</b></p>	<p><b>Name:</b></p> <p>_____</p> <p><b>Applicant is a:</b> <input type="checkbox"/> student <input type="checkbox"/> parent <input type="checkbox"/> teacher</p> <p><b>If student: Grade</b> _____ <b>Teacher Name:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Phone:</b> _____</p> <p><b>(parent/guardian's information if applicant is a student)</b></p>
<p><b>Names of Partners/Collaborators</b></p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>

This grant will *(check all that apply)*:

- ☐ provide opportunity for a student, parent or teacher who needs financial assistance to participate in certain school activities;
- ☐ benefit many Otis community members;
- ☐ promote collaboration among parents, teachers, and/or students;
- ☐ endure into the future.

Project/Activity Description *(attach additional pages as necessary)*

1. How much funding are you requesting?

\$ \_\_\_\_\_

2. Describe your overall goal(s) and how the grant money will be used.

3. Describe the ways in which you will meet the project's goal(s).
4. Explain how this purchase/project/activity will benefit the Otis community. Who is likely to benefit?
5. In what ways does this purchase/project/activity promote collaboration and community at Otis?
6. When and where will this purchase/project/activity take place?
7. Is there anything else we should know about your purchase, project or activity? Please provide details below, and/or attach any relevant brochures, flyers, or materials.

Date Received:

Date Reviewed:

By:

Approved: ☐ Yes

☐ No

Amount: \$ \_\_\_\_\_

PTA Mtg. Date: \_\_\_\_\_

Recipient Notified On: \_\_\_\_\_

Receipts/Reimbursement Request Received On: \_\_\_\_\_