



MTSA REGIONAL MINI-GRANT

Application Instructions

The Michigan Transition Services Association (MTSA) offers reimbursement funding to its members in order to support local projects with a focus on student/young adult activities. Initial funding must be sourced from the local district, building or agency. Funds cannot be reimbursed to the grant recipient. Application requests must be emailed/faxed/postmarked by **November 15** of the current school year. Mini-grants will be reimbursed by MTSA for no more than the amount awarded. Purchases made BEFORE grant awards made or submitted after the deadline will not be reimbursed.

Extra consideration will be given for new grant recipients, sustainable activities, number of students impacted, and new and creative ideas for providing/transition related activities for your students. Items purchased become property of school or agency.

Funds can be used to support student transition services in the following areas:

MTSA Regional Priorities - example of permissible activities but not limited to:	
Entrepreneurship Activities	Student Stipends-as limited part of activity
Home or Community Based Activity (as part of broader effort)	Transition Curriculums Materials
Start-up Expenses for Student Micro Enterprise	Hybrid or Online Learning Curriculum or materials
Electronics to support fitness or learning	Virtual learning opportunities or trips
Specialized Transition Supplies/Equipment	Other

To Apply for a Mini-Grant

- Applicants must be a current member of MTSA **at time of application.**
- Complete online Mini-Grant Application (Funding Request/Performance Agreement) and one page **detailed** description. Awards may be less than the amount requested, and will be clarified in the Award Notification letter.
- Submit grant application online to grants@michigantsa.org or to your MTSA Representative no later than **November 15 of the current school year.**

MTSA will include the title of the grant topic and the recipient's email address in a News Blast and highlighted at the conference. Photos of specific grant activities may be requested by MTSA for their website in .jpg format.

*****Any changes to approved mini-grant activities must be approved by Region Rep and Mini Grant Chair, and executive team prior to those changes.*****

To Apply for Reimbursement Funds

To receive your awarded mini-grant reimbursement funds you **must** complete the following by April 15, 2026:

- Fully completed Mini-Grant Post Activity Summary and Requisition for Reimbursement
- A copy of all itemized paid receipts with only reimbursable purchases listed.



MTSA REGIONS

Region 1	Region 2	Region 3
Kelly Rogers Region 1 Representative region1@michigantsa.org Alcona - Alpena - Antrim - Benzie - Charlevoix - Cheboygan - Clare - Crawford - Emmet - Gladwin - Grand Traverse - Iosco - Kalkaska - Lake Leelanau - Manistee - Mason - Missaukee - Montmorency - Ogemaw - Oscoda - Otsego - Presque Isle - Roscommon - Wexford	Amber Dale Region 2 Representative region2@michigantsa.org Arenac - Bay - Clinton - Eaton - Genesee - Gratiot - Huron - Ingham - Isabella - Lapeer - Livingston - Mecosta - Midland - Osceola - Saginaw - Sanilac - Shiawassee - Tuscola	Katie Newburn Region 3 Representative region3@michigantsa.org Allegan - Barry - Berrien - Branch - Calhoun - Cass - Hillsdale - Ionia - Kalamazoo - Kent - Montcalm - Muskegon - Newaygo - Oceana - Ottawa - St. Joseph - VanBuren
Region 4	Region 5	
Cynthia Patton-Johnson Region 4 Co-Representative region4@michigantsa.org Jackson - Lenawee - Macomb - Monroe - Oakland - St. Clair - Washtenaw - Wayne	Tim Vallier Region 5 Representative region5@michigantsa.org Alger - Baraga - Chippewa - Delta - Dickinson - Gogebic - Houghton - Iron - Keweenaw - Luce - Mackinac - Marquette - Menominee - Ontonagon - Schoolcraft	

STUDENT ACTIVITY MINI-GRANT APPLICATION FUNDING REQUEST/PERFORMANCE AGREEMENT

Applicants must be a current MTSA Member at time of application

Submit Completed grant application online to the appropriate Region Rep at:
[MTSA Board & Regional Representatives | Michigan Transition Services Association](#)

Proposed Activity Information

MTSA Member Name		Title
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School District or Agency	County and Region		
Address: Street:			
City	State	MI	Zip
E-Mail Address	Phone number with Area Code		

Type of Activity					
Date(s) of Activity	Length of Activity e.g., 1 hr, 3 days		Location of Activity		
# of Students Served		# of Teachers	# of Business	# of Others	

Expected Outcome of Activity: Attach the required one (1) page description including expected outcomes, program/student skill enhancements and budget details. *This information is used to determine who is awarded the mini-grant. Please be very descriptive in your written request.*

Estimated Fiscal Information

Up to **\$1,000** is available per region. Region representatives determine how their region's allotment is to be distributed. Grant sizes and numbers may vary by region. Please contact your MTSA Region Representative for specific information regarding grant amounts.

Cost of Activity	Sub Pay for Teachers	
Cost of Transportation	Cost for Supplies/Materials	
Purchased Services	Miscellaneous Costs	
Total Funds Requested	\$	

Performance Agreement (if mini-grant is awarded)

This agreement made between Michigan Transition Services Association, Region _____ and _____ (School District/Building/Agency) is for the purpose of implementing Transition Services. To receive the awarded reimbursement funds, the above-named school district, building, or agency agrees to provide initial funding with the understanding that reimbursement will occur upon submission of the Mini-Grant Post Activity Summary, Requisition for Reimbursement and a copy of all paid receipt(s) **no later than April 15 of the current school year.**



Signature of School District/Building/Agency Administrator

Date

Signature of MTSA Member Requesting Funds

Date

Return all reimbursement documentation to your MTSA Region Representative no later than April 15 of the current school year. Please make a copy for your own records.



STUDENT ACTIVITY MINI-GRANT

Post-Activity Summary

MTSA Member Name		Title	
School District or Agency		County	
Address	State	Zip	
City			
E-Mail Address		Phone Number with Area Code	
Region			

Brief Activity Description (Include participants):

Brief Activity Outcome:

Comments:

Actual Fiscal Information

Cost of Activity		Sub Pay for Teachers	
Cost of Transportation		Cost for Supplies/Materials	
Purchased Services		Miscellaneous Costs	
Total Cost of Activity	\$	Total Amt. of Grant Award	\$

School District/Building/Agency reimbursements check payable to:

 School District/Building/Agency Administrator & Telephone Number (Please Print)

 Signature of School District/Building/Agency Administrator

 Date

 Signature of MTSA Member/Mini-Grant Recipient

 Date

Please return this form, Requisition for Reimbursement, copy of receipts and photos to your MTSA Region



Representative no later than April 15 of the current school year. Please make a copy for your records.

MINI-GRANT REQUISITION FOR REIMBURSEMENT-Due by April 15 to Reg. Rep

Due Date to Region Representative:	April 15 (current school year)	MTSA Region #:
Region Representative Name:		

Payable to:		Phone:	
Address:			

Receipts Specific to Mini-Grant- list on separate page if needed			
Date of Purchase	Vendor	Items Description	\$ Amt.
Total Reimbursement – (Attach receipts)			

Mini-Grant Recipient Name: (Please print.)		Mini-Grant Project Name:	
Mini-Grant Recipient Signature:		Date:	

MTSA Authorizations

Region Rep Signature		Date	
Mini-Grant Chair Signature		Date	

MTSA Region Account #		Total Amt. of Mini-Grant Award	
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MTSA Office Use Only

Paid by: _____ Signature of MTSA Treasurer, President or President-Elect	Date: _____
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Method of Payment: Check # _____	Reimbursement mail on: _____
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Mini-Grant Chair sends this form with attached receipts to the Treasurer no later than April 25 of the current school year.