FOX LANE | MIDDLE SCHOOL ASSOCIATION

MINI-GRANT APPLICATION

Thanks to the support of FLMSA dues/donations, FLMSA MINI-GRANTS of up to $500 each are made available annually to support teachers and teacher/staff supervised clubs or activities.

<u>Mini-Grant Application Process</u>

The following procedure should be followed when applying for a Mini-Grant:

A Mini-Grant application form must be filled out and a hard or electronic copy sent to Assistant Principal Kevin Hanlon khanlon4979@bcsdny.org. Kevin Hanlon will review applications for consideration of a FLMSA mini-grant and will send selected ones to FLMSA Co-Presidents (Alba Kelly - albakelly@gmail.com and Danielle DeThomas danielle.d1109@gmail.com).

- The amount of a mini-grant is typically up to $500 and should be limited to one request per project.

- Once the mini-grant application is submitted to FLMSA for consideration, it will be reviewed by the FLMSA Board of Directors. Please allow a minimum of 2 weeks for review, questions and response.

- If the application is approved, the applicant may purchase the materials needed for the particular project, and then submit the receipts to the FLMSA Treasurer (treasurer.flmsa@gmail.com) for reimbursement. (*Please keep in mind that as a 501C3, we cannot reimburse tax and a tax-exempt form should be used for all transactions. A tax-exempt form available from FLMSA, once the application is approved, should be used for all transactions.*)

- Invoices may be sent directly to the FLMSA Treasurer (treasurer.flmsa@gmail.com) for payment.

- Applications are **accepted up until May 1st** on a first come, first served basis. Funds are limited. Please apply early.

<u>Mini-Grant Application</u>

Name:

Grade:

Department:

Email/Phone:

Date Submitted:

Please attach a sheet completing the questions below and any other information you feel pertinent to evaluating your request.

1. Briefly describe your event/project and its relationship to curriculum.
2. Who will benefit from this project (a specific grade, class, club, etc.)?
3. Please provide a detailed accounting of the expected expenditures.
4. Total amount of request (max $500/project).
5. What is the anticipated date of the event and when will funds be required?