



The Hunters Woods Elementary School PTA is pleased to offer the mini-grants program to support our teachers and the school. This simple application was created to facilitate the distribution of PTA funds to teachers in support of their curriculum and their efforts in the classroom.

Mini-grants are awarded on a first-come, first served basis. The PTA makes a concerted effort to distribute these funds equally between all grade levels. The budgeted amount for mini-grants varies each year. The current PTA budget is posted at www.hwpta.org/forms.

Mini-grant applications need to be:

1. Completed **1 week before a PTA meeting***
2. Given to Mrs. Cope for approval
3. Returned to the PTA President's mailbox

**PTA meetings have historically been the second Wednesday of the month at 7pm. Meeting dates and times are subject to change. The PTA calendar is available here: <https://shorturl.at/ctuHY>.*

Please consider attending the PTA meeting when your mini-grant application is discussed. It is helpful to have the teacher describe his/her project to the PTA and answer any relevant questions before the PTA members vote. If you cannot attend the meeting, your mini-grant will be read to the members by the PTA president. The PTA will notify you of the results after the meeting, and funds will be made available for your use. Invoices and receipts are required for all reimbursements. Please be aware that PTA officers are volunteers and the process of producing PTA checks can take up to two weeks after we receive your grant payment request.

Previous mini-grants include support for reading (Kindles; bean bag chairs & CD players with headsets); science supplies; outdoor beautification equipment; Colonial Days supplies; registration for a regional mediation conference; just to name a few. For more information, please contact ptapresident@hwpta.org.

- Application Form on Back -



HUNTERS WOODS ELEMENTARY SCHOOL
TEACHER MINI-GRANT APPLICATION



Teacher Requesting the Grant:

Department or Grade:

Amount Requested:

Date Needed:

Describe the project and how it will benefit the school and student, and complement the curriculum:

Principal's Signature:

Date Approved:
