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***The PTSA’s mission is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.***

**PTSA Club Grant Application Guidelines**

**(updated 3/2022)**

**Description:** The PTSA is pleased to offer grants of up to $150 per school year for clubs at MPMS. A club is defined as “a school approved after school activity with a teacher sponsor.” Grant awards are to be used towards purchases that increase access to club activities for all club members, such as communal tools and supplies. Before applying for a PTSA Club Grant, the Club must:

* Have a teacher sponsor,
* Have a minimum of 10 students interested in the Club
* Have appropriate accounting procedures in place (the PTSA will not handle any funds for any club)
* Hold an organizational meeting

All durable tools and supplies purchased/reimbursed by MPMS PTSA should be considered the property of the MPMS or MPMS PTSA and should remain as such should the Club cease to exist. Grants are only awarded for cost incurred during the current budget year (July 1-June 30)

**Eligibility:** All MPMS Clubs sponsored by MPMS Teachers and Staff who are members of the MPMS PTSA

**Award:** Up to $150 per Club, per school year

**Award Process Timeline:** Applications may be filled out at any time and will be reviewed monthly. Please return the completed form to the Lead Secretary for the Principal’s approval. Upon approval by the Principal, the grant application will be forwarded to the Grants Committee for review and approval. The Grants Committee will then present the application to the PTSA executive board for final approval and the release of awarded funds to the primary contact listed on the application.

**Award Criteria:** New grant applications are reviewed monthly, beginning in September, and are ranked using the criteria explained in the Description section. Grants are then awarded from highest to lowest ranking until Club Grant funds for the current school year are exhausted.

**Required Documents:** Because PTSA funds are for reimbursement only, please include appropriate original legible receipt(s) with the completed Grant Application form. If the application is not accompanied by receipt(s), grant recipients will have six weeks from notification of the award to submit receipts before the award is relinquished.

**Contact:** For questions, please contact: grants@mpmsptsa.org.

Thank you for all that you do for the student of MPMS!

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**PTSA CLUB GRANT APPLICATION**

**NAME OF CLUB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE OF GRANT REQUEST (**please include a brief description of how grant will be used**):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AFFILIATED WITH NATIONAL ORGANIZATION? \_\_\_\_\_\_\_\_\_**

**NUMBER OF STUDENTS IN THE CLUB: \_\_\_\_\_\_\_\_\_\_**

**AMOUNT REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*FOR BOARD USE ONLY\*\*\***

Principal Signature for approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Grant Application Received by PTSA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTSA Grant Committee Recommendation: Approve/ Table/ Deny Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTSA President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Reimbursement Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_