

2019-2020
HASTINGS PTO MINI-GRANT APPLICATION
FALL DEADLINE-FRIDAY, NOVEMBER 8, 2019
SPRING DEADLINE-FRIDAY, FEBRUARY 28, 2020

Mini grant requests shall be submitted by a faculty or staff member of Hastings Middle School in order to be considered by the Hastings Middle School PTO. Grant requests should show how a significant portion of the student body is involved or impacted and will be thoroughly discussed. Recurring field trips have been moved to a grade level grant line item and do not need a mini grant request. If you are requesting books, please contact the Language Arts Department Chair prior to submitting request as a signature is needed. All books purchased by Hastings PTO are the property of the PTO. There is a running list of PTO purchased books over the last 5 years in the Media Center.

Notification of grant decisions will be within one week of the selection meeting, usually by the second Tuesday of the month in November and March.

NAME:

DATE:

IF BOOK REQUEST, LA DEPT CHAIR SIGNATURE:

1. Please describe in detail the purpose of the product/program being requested. Also, include price and any other pertinent information needed to fully understand your proposed idea.

2. Please indicate the number of students who will benefit from this proposal.

3. Please describe the involvement of other teachers or staff.

4. Please list any equipment or materials that will be available for ongoing use as a result of this project.

5. Describe the short and long term benefits of this product/program.

6. Has this request been considered in previous years? If yes, please explain.

TOTAL AMOUNT REQUESTED:

Please place completed form in the PTO mailbox in the school office or email to Meghan Harder at hastingspto@gmail.com.