

PETOSKEY EDUCATION FOUNDATION

APPLICATION FOR MINI-GRANT FUNDS

The suggested maximum grant request is \$500. Grant requests should fully fund a program or project along with other funds you already have on hand. Repeat requests are welcome and encouraged, however, preference may be given to worthy projects submitted by staff members who have not received a prior award.

Applicant _____

School _____

Project Title _____

 Please Check One:

- Program to Instruct and Motivate Students
- Teaching Aids or Educational Material
- Cultural or Educational Programs or Field Trips
- Other _____

Number of Staff Participants _____

Number of Student Participants _____

Number of Other Participants _____

Amount Requested \$ _____

Please attach your brief response to each of the following:


1. What are the goals of this project?
2. Describe proposed activities and timelines.
3. How will you evaluate and report project results?
4. List an itemized budget. Indicate amount requested and explain other income sources, if applicable.

Recommendations:

Principal's Signature _____ Date _____

NOTE: Applications must be **received** at the Spittler Administration Building **on or before** the deadline dates listed at the left.

If the application deadline date falls on a weekend or holiday, your completed application is due on or before the end of the next school day.



**DATES FOR
MINI-GRANT
APPLICATIONS**

Paper Applications will be available:

September – Opening Staff Meeting

December 1st

Online Applications are always available at "Business Office"/Forms Catalog on the school website.

Firm application deadline dates:

October 15th
January 15th

Funds awarded:

November
February