



## Request for a Mini Grant

### Instructions:

1. Please complete form electronically & save
2. Please forward email - **along with completed form and two quotes** – to the PTA President (Alisha Stephens: [amweiss78@gmail.com](mailto:amweiss78@gmail.com))
3. **Please do NOT purchase the items until you have received an email back from the PTA that the mini grant has been approved.** The PTA Board votes on the mini grants at each monthly Board meeting.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Description of Grant Request: \_\_\_\_\_

---

---

---

---

Benefit to Mitchell Elementary: \_\_\_\_\_

---

---

---

Other Sources of Funding: \_\_\_\_\_

---

---

PTA Board Approval Date: \_\_\_\_\_ PTA President's Initials: \_\_\_\_\_