



Request for a Mini Grant

Instructions:

1. Please complete form electronically & save (by downloading, you can fill out the form digitally).
2. Please forward email - **along with completed form and two quotes** – to the PTA President (Amber Godsey: president@mitchellelementarypta.org)
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. You will be notified of approval or denial.

Name: _____

Date: _____

Amount: _____

Description of Grant Request:

Benefit to Mitchell Elementary: _____

Other Sources of Funding: _____

PTA Board Approval Date: _____ PTA President's Initials: _____