



# TERRASET PTA TEACHER MINI-GRANTS

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The PTA at Terraset is pleased to again offer mini-grants. This simple process is designed to encourage teachers to request funds that will enhance student enrichment. These grants will be presented for vote on a first-come basis until funds are depleted.

**Process:**

- 1) Fill out the form below.
- 2) Submit to Principal for review.
- 3) Put in box for PTA mini-grant administrator.
- 4) The request will be presented and voted on at the next PTA meeting (generally the first Tuesday of the month).
- 5) You will be notified of the voting results after the meeting.
- 6) Funds will be transferred to Terraset for your use.
- 7) Receipts will be required as documentation for the grant for our audit purposes.

**PLEASE COMPLETE THE FOLLOWING INFORMATION**

Person Requesting Grant: \_\_\_\_\_

Department or Grade: \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Date Needed: \_\_\_\_\_

Describe the project and how it will benefit the school/students:

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Reviewed by Principal: \_\_\_\_\_