



Travis Heights Elementary School
PTA Mini-Grant Form

Forms Due by: February 17, 2023

The mini-grant program provides discretionary funds to teachers to enhance the educational experience in the classroom or at the school in general. The funds are intended to cover areas not covered by existing budgetary allotments or dedicated funds. Preference is given to proposals that will impact both this school year and beyond (i.e. materials that can be reused over multiple years). Normally the maximum grant is \$250, but this can be exceeded in appropriate circumstances.

The following procedures apply:

- 1) Teacher/Applicants must fill out the form below **completely**.
- 2) Applicant **must** have Mrs. Navarro approve the request (sign the form).
- 3) Submit the form to the PTA President.
- 4) The request will be presented for PTA Executive Board approval at the next scheduled meeting.

Applicant Name and Position:

Mini-Grant Request (Description of Item(s) and Cost):

Description of how this will affect/impact the educational experience:

Number of Students Impacted:

Request Approved by Michelle Navarro, Principal: _____