



Aliso Niguel High PTSA – 2015 Mini Grant Program

Application Deadline – September 30th

ANHS families donate to the Aliso Niguel High PTSA General Fund to support staff and students with curriculum enhancements, technology equipment, safety supplies, library books, communication tools and much more!

The Aliso Niguel High PTSA Budget Committee has established a Mini Grant fund. One of PTSA's goals is to support ANHS curriculum and the professional learning community while further developing student interests and enhancing classroom learning. Mini Grants are designed to fund purchases of materials and supplies to supplement classroom programs and learning experiences.

Mini Grants may fund existing programs or portions of ongoing expenses related to current programs, as classrooms can not "raise" funds. Applications requesting funding of extracurricular activities will not be accepted.

How much Mini Grant funding is available?

ANHS PTSA has budgeted **\$5,000** for the Mini Grant Program for this 2015-16 school year. Additional funding may become available throughout the year. **Individual Grants will not exceed \$750.**

Who can apply?

ANHS Teachers and Staff Members are eligible to apply. ***PTSA membership is required.***

How do staff members apply for Mini Grants?

The 2015-16 Mini Grant application is attached.

- Applicant will provide complete program description and materials needed.
- Applicant will provide all related financial information for costs, including tax and shipping.
- Applicant must fully describe the impact on students and learning and impact on ANHS.
- **PTSA is looking to fund ideas that show INNOVATION in the educational experience.**
- **Completed Applications must be delivered to PTSA box in mailroom by Wednesday, September 30, 2015.**

Who reviews the Mini Grant Applications?

All Mini Grants will be reviewed and approved by administration and the PTSA Mini Grant Committee. **Applications recommended for funding will be presented at the October 20, 2015 PTSA meeting.**

When will Mini Grants be awarded?

- Applicant is encouraged to attend the PTSA meeting on October 20, 2015.

Will there be other application dates?

If funds remain after first application deadline and distribution of funds, applications for additional Mini Grants to be awarded at later dates will be available. Future application dates and deadlines will be publicized.

Aliso Niguel High PTSA

Aliso Niguel High School 28000 Wolverine Way Aliso Viejo, CA 92656

www.anhsptsa.org

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Aliso Niguel High



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Date Received _____

Administration Approval _____

PTSA Approval _____

PTSA Membership? _____

**ALISO NIGUEL HIGH PTSA
2015 ANHS PTSA MINI GRANT APPLICATION**

All Mini Grants will be reviewed and approved by administration *prior* to review by ANHS PTSA.

Applicant Name (s) _____ e-mail _____

ANHS Department (s) _____

Mini Grant Amount Requested: Total \$ _____ Total Cost of Program \$ _____

Please give detailed information about your program. HOW would Mini Grant funds be used?

Name of Program _____

Description of Program/Items:

How many students will be **directly impacted** by this program? _____ Grade levels? _____

How many students will be **indirectly impacted** by this program? _____

Does the program have ongoing costs? Yes No Total of ongoing costs? \$ _____

If YES, how will ongoing costs be funded? _____

How does the program impact and enhance current curriculum?

Please deliver Mini Grant Application materials to PTSA box in mail room by Wednesday, September 30, 2015. Please attach all support documentation and all related cost information. Thank you!

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ANHS PTSA Mini Grant Guidelines
Questions? Contact us at anhsptsa@gmail.com

- **Mini Grants will be reviewed and approved by administration PRIOR to review by the ANHS PTSA.**
- Mini Grants will be reviewed and recommended to the general PTSA membership for approval by an ANHS PTSA Mini Grant Committee.
- ANHS Mini Grant applicants must complete entire application and provide all requested financial and cost-related information for Mini Grant Award funding review and consideration.
- Costs incurred *after* the initial purchase and implementation of the programs or materials are not the responsibility of ANHS PTSA.
- ANHS Staff members applying for PTSA Mini Grant must be a members of ANHS PTSA. Membership forms are available at www.anhsptsa.org.
- All unused portions of Mini Grant award will revert back to the Mini Grant Fund.
- If Mini Grant is awarded and recipient does not follow through with paperwork, ordering procedures, and finalizing purchase and placement of program/items, Mini Grant award monies will be returned to Mini Grant Fund. It is expected that all order placement will take place within 30 days.
- Mini Grant awardees will help PTSA promote the Mini Grant Program with publication of their Mini Grant Award information, articles for PTSA newsletter, and other methods to let our staff, students and membership know about the benefits of the Mini Grant program and PTSA's support. Photo documentation would be perfect for our Facebook Page!
- Verification of implementation of Mini Grant funds will be required upon receipt of purchased items.
- Mini Grant purchasing will be made through CUSD purchasing channels. Fiduciary agreements will be signed to show PTAS's gift of the items to the school. In some instances funding checks may be made payable directly to the vendors indicated, with approval of ANHS administration.
- **Mini Grant funding checks will not be made out to individuals.**
- All books, materials, items, parts, pieces, etc. purchased through the ANHS PTSA Mini Grant program become the PERMANENT PROPERTY of ANHS.
- Items acquired through the Mini Grant program do not belong to the sponsoring teacher. *Items purchased through Mini Grants remain at ANHS when/if the teacher leaves ANHS.*