

**Ocean Palms Elementary PTO  
2019-20 Academic Enrichment  
Mini-Grant Application**

Purpose:

To provide additional funding to classroom teachers for academic and classroom enrichment.

Mini-Grant Description:

- Up to \$150.00 per year, per lead teacher. Teachers may collaborate and combine their money for a larger grant amount. If a teacher has an associate teacher in their classroom, they may apply for an additional \$50.00.
- Intended to fund activities or supplies not covered by the school district budget. Examples include, but are not limited to: additional copies of SSYRA books, class book sets, flexible seating pieces, bulletin board or classroom decor supplies, classroom rewards: prize box items or charms, special occasion or cultural materials, basic supplies: printer ink, construction paper, expo markers, etc.

Application Procedures:

- Please direct any questions/concerns regarding what types of items are reimbursable under this grant to the PTO President and/or Treasurer (contact info available on PTO website).
- Items can be either be purchased by you personally or you can have the PTO order them/billed directly.
  - \* If you choose to purchase the items personally, complete the reimbursement form below, attach all receipts and submit to the PTO Treasurer. Items will not be reimbursed without a receipt.
  - \* If you choose to have the PTO billed directly or to place the order on your behalf, please complete the form below and attach specific instructions for order or invoice and submit to the PTO President.
- Deadline for application submittal is May 1, 2020.

Grant Application/Reimbursement Form

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

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

Description of items and usage:

\_\_\_\_\_  
\_\_\_\_\_

Payment Method:

Teacher reimbursement (paid receipts are attached). Submit to PTO Treasurer.

PTO to be invoiced directly (order placed by teacher and order is attached). Submit to PTO Treasurer.

PTO to place order on teacher's behalf (specific ordering instructions attached). Submit to PTO President.

PTO Approvals:

President Initials: \_\_\_\_\_

Treasurer Initials: \_\_\_\_\_

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