



Request to Apply for a Mini-Grant - *less than \$1,000*

School Administrators must approve all grants before forwarding to Central Office.

Request From	
Date	
School or Program Name	
Email Address	
Name of Grant Agency	
Amount of Requested Grant	
Grant Submission Deadline	
Grant Year (begin/end date)	
Briefly describe the purpose of this grant and how it aligns with school/system goals, and how it impacts student learning.	

Mini-Grants (under \$1,000)—School Administrator approves grant
 Mini-Grants under \$1,000 may be approved at the School Administrator level with a copy of this form to Central Office. Provide only the brief description of the grant activities in the space above. *Mini-grants specific to individuals (ex. classroom teachers) are to be processed at the school level. This form is required for mini-grants applied for on behalf of school.*

School Administrator Signature _____
Date

**Grant applicant is responsible for the submission of this grant to the agency.
 Please forward a completed copy of the Grant to the Finance Officer.**