

PEC PTA 2011 Mini Grant Application

PEC PTA has approximately **\$2000** to grant to teachers and staff mini grants this year. There will be a very short granting process this year. Please submit application to pecpta@eusd.net by April 22nd. We will review requests and make decisions by April 29th. Please include estimated tax and shipping in your request.

Directions:

1. Write a very short paragraph of:
 - a. What you want to purchase
 - b. What you will do with this purchase
 - c. How much it will cost and vendor if applicable
 - d. How many students your request will impact
2. There will be a limit of \$250 awarded for each request.
3. We will NOT grant requests for computers, printers, LCD projectors or pieces of equipment that are provided by the Prop P technology fund. Please make technology requests to Adriana, so that she can convey this information to the district
4. Submit request by **April 22, 2011** to PTA mailbox or by email to pecpta@eusd.net
5. After you receive notice of your award, you can get the money for purchasing in 2 ways.
 - a. Purchase the awarded item, and then fill out a PTA reimbursement/request form along with your receipts.
 - b. Request a check by filling out a PTA reimbursement/request form prior to purchasing your award. This request may take 2 weeks to be filled.
6. Please remember to include tax and shipping in your request amount.

Thank you,
PEC PTA mini grant committee

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Please submit by **April 22, 2011**

I have a great idea for...

Budget

Name_____ email_____

Approved_____