

*“To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth”.* – Virginia PTA

Langston Hughes Middle



## Langston Hughes Middle School PTA MINI-GRANT FORM

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Staff mini-grants are designed to help our teachers enhance student success in ways not possible with existing funds. Grant requests will be presented to the PTA and voted upon on a first-come basis until funds are depleted. To apply, simply:

- 1) Fill out the form below. (Another sheet with the same information is also acceptable.)
- 2) Obtain approval from your administrator.
- 3) Submit request to Mini-Grants Committee (see below).
- 4) You are welcome to present the application at the next PTA meeting (generally the first Thursday of the month) or request that the chairperson of the mini-grants program do so. If the funds are needed before the next PTA meeting, an electronic vote can be initiated by the PTA President or Mini-Grants Chairperson.
- 5) Receipts will be required as documentation for the grant for our audit purposes.

After you obtain administrative approval, submit your request to the Mini-Grants Chairperson ([staffgrants@lhmspta.com](mailto:staffgrants@lhmspta.com)), who will review your request with you and put you on the agenda for the next PTA meeting. You will be informed of the result of the vote after the meeting. If your request is approved, PTA funds will be transferred to LHMS for your use.

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### Please Complete the Following Information

Person Requesting Grant: \_\_\_\_\_

Department/Grade: \_\_\_\_\_

School Voice Mail #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date Needed: \_\_\_\_\_

Describe the project and how it will benefit the school/students (feel free to attach additional page):

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Name of Administrator Approving: \_\_\_\_\_

Admin. Signature: \_\_\_\_\_