

P.O. Box 700, Whitehouse Station, New Jersey 08889

## **H.S.A. MINI-GRANT PROGRAM**

**Deadline for Mini-Grant Request is May 27, 2024**

**Invoices to H.S.A. Treasurer by June 10, 2024**

### **Purpose:**

The Readington H.S.A. has created a fund to support creative projects by “Staff Supporters” which might not be covered by traditional budgeting or petty cash reimbursement. The projects should be aimed at enhancing some aspect of the district curriculum.

### **Review and Notification:**

The Officers of the H.S.A. will review all mini-grant submissions either by electronic means (i.e. email), or in person at a Pre-Agenda meeting, an Executive Committee meeting, or at a Board of Trustees meeting. Requests will be approved, approved with recommendation, denied, or returned for additional information. All requests will be considered objectively and the applicants will be notified of the status of their request by the Executive Committee, or Mini-Grants Chairperson.

### **Directions:**

Proposals must be submitted on the *Mini-Grant Request Form* with the following information complete:

**Request Date:** date form is filled out.

**Project Date:** indicate the approximate date or time frame of the project.

**Requested By:** indicate the Staff Member principally responsible for project.

**School/Grade/Subject:** if specific to one “team” please state this as well.

**Curriculum area:** please state the specific area of the school curriculum designed to be enhanced.

**Project Description:** provide a brief narrative account of the project.

**Educational Objective:** describe the intended goal or outcome of the project and the number of students who will benefit.

**Materials Needed:** list the materials and supplies needed to complete the project.

**Amount Requested:** indicate the cost of the project. Please use the H.S.A. Tax Exempt form provided when placing orders. The H.S.A. will not pay or reimburse sales tax.

**Check Made Payable To:** list the person or business to which the grant check should be written.

**Principal's Approval:** Make certain your Principal signs off on this request. Their approval also assures the H.S.A. that the money required will not be considered as part of the school budget.

### **Criteria:**

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1. Applicant must be a “Staff Supporter”.
2. The projects should be aimed at enhancing some aspect of the district curriculum.
3. Materials or projects that are components of the districts core curriculum and/or included in the traditional budget will not be considered.
4. Mini-Grants for refreshments, prizes or monetary awards will not be considered.
5. The building Principal’s approval and signature is required in order for the request to be considered.
6. Copies of invoices and receipts are required before grant payment will be made.
7. The H.S.A. will issue a Mini-Grant check made payable according to the completed Mini-Grant form. This check will be given to the Staff Member who has requested the Mini-Grant.
8. The individual requesting the Mini-Grant is responsible for the ordering or purchasing of the grant items and materials.
9. Upon completion, the applicant must complete an evaluation of the project.
10. The project must be completed prior to the end of the school year; otherwise the recipient of the Mini-Grant must return the funds to the H.S.A.