

How to Apply for Mini Grants

The South Anchorage High School PTSO uses some of the money that it earns yearly to fund “mini grants” to teachers, students, staff, clubs and other school organizations. To begin this process, obtain a mini grant funding form from the teacher’s mailroom, or by downloading it from the website. Fill out the form and include a description of your project or purchase, discussion on who would benefit by it, and the cost. Supporting documentation including description of the object requested, brochures, estimates or actual quotes should be included with your paperwork.

The mini grant request must be reviewed and signed by the school principal prior to submitting it to the PTSO for review. Forms may be left in the PTSO mailbox, or given to the front desk at the school to be placed there. Please direct all communication to the PTSO mini grant coordinator. The mini grant requests are reviewed by the PTSO board at each regular meeting, which usually occurs the 2nd Tuesday evening each month at the school.

If your grant request is \$500 or over, we request that you arrange to attend the next scheduled board meeting and present your project to us in person. The PTSO mini grant coordinator will contact you to confirm this date.

If your mini grant is approved, you will receive communication from our mini grant coordinator detailing the amount of funding approved. There are several options that can be used to complete your transaction.

- a. You may order your items and have a bill sent directly to the PTSO.
- b. You may ask the company to invoice your order prior to shipping, submit the invoice to the PTSO mini grant coordinator, and a check will be sent directly to the company by the PTSO.
- c. You may order and pay for your items with your own credit card, then submit the invoice and shipping order to the PTSO for reimbursement.

When the necessary documentation is obtained, a check will be cut by the PTSO treasurer. Once a mini grant is approved, it is expected that you will proceed with your purchase in a timely manner. Approved mini grants are good **only** for the school calendar year in which they are approved. **Funding for projects not completed by the end of the school year will not transfer into the PTSO budget for the next school calendar year, and must be resubmitted for approval.**