

**Hingham High School PTO  
Mini-Grant Application  
2017-2018**

The HHS PTO is pleased to extend to the HHS faculty, administrators, and staff this request for grant proposals. The Mini-Grant Program was established to assist members of the HHS community in their roles as educators by providing funding for innovative programs and materials that will directly impact and improve the learning environment of the students at Hingham High School. Requests should be made for items, materials, or programs that will enhance learning opportunities for as many high school students as possible and which cannot be funded through other sources. The mini-grant committee will also consider support for teacher training and development opportunities that cannot be funded through other sources. Please review the guidelines below for additional information.

**Mini-Grant Application Guidelines:**

1. Grant requests may range from \$25 to \$1,000.
2. The PTO has budgeted \$10,000 to be awarded in grants for the 2017-2018 school year. If there is a significant change in this year's budgeted amount, you will be notified as soon as possible.
3. **The application deadline is Tuesday, October 10.**
4. There are two options for submitting grant applications:
  - **Scan and email:** you may create a file of your scanned application. Please name the file "(your last name) mini-grant". Email the file to [sdlynch1@comcast.net](mailto:sdlynch1@comcast.net). Completed applications must be received by Tuesday, October 10.
  - **Paper copies: Please submit 12 copies of each application submitted.** Place paper copies in the envelope marked "Mini-Grant Applications" in the main office by Tuesday, October 10.
5. You will receive an email confirming receipt of your application by Friday, October 13. If you do not receive an email by that date, please contact the chairs of the committee. See below.
6. Grant awards will be announced on Tuesday, October 31st.
7. **Technology Applications:** If you are requesting an award for a purchase of technology equipment, please contact Joe Andrews to review your request. He often has vendors who offer discounts and can confirm compatibility, if necessary.
8. If funds remain after this first round of requests, a second round of applications may be accepted in late March or early April. (This has not occurred in the last 3 years).
9. The HHS PTO Mini-Grant Program is separate from the Hingham Education Foundation (HEF) grant program.

**Contact Persons:**

Please feel free to contact the Mini-Grant Chairs with any questions or for more information.

Monica Iaria	617-571-1489	<a href="mailto:RDH91@comcast.net">RDH91@comcast.net</a>
Sandra Lynch	617-794-9750	<a href="mailto:sdlynch1@comcast.net">sdlynch1@comcast.net</a>

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Name or Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person e-mail: \_\_\_\_\_

Position of Applicant (teacher, administrator, paraprofessional, etc.): \_\_\_\_\_

Project/Program Title: \_\_\_\_\_

Item Requested: \_\_\_\_\_

Amount of Grant Requested: \_\_\_\_\_

*(Please attach detailed budget and itemized cost of materials)*

Estimated Number of Students to Benefit: \_\_\_\_\_

Target Population: \_\_\_\_\_

Timeline of Project/Program: \_\_\_\_\_

*(Date of purchase of item/duration of project/program schedule)*

Date of Application: \_\_\_\_\_

Additional Details/Description of Item/Project/Program: