

# Hutton PTG Mini Grant Program

The Mini Grant Program allows Hutton students a safe environment to learn the process of writing grant proposals.

Small groups of students work with a parent or staff member to write a grant proposal. Successful grant projects are funded and the students can then administer their grant.

The committee will fund to \$250.00 per project but more if multiple classes or grades are impacted.

Past projects have included:

- Chess sets for classrooms
- Kindness box to share acts of kindness seen at Hutton
- T-shirts for Girls on the Run
- Sending Hutton band to perform at local senior centers

**Deadlines:** Mini grant applications are accepted on a rolling basis throughout the school year. Please submit your application to the PTG mailbox or by email at [huttonptg@gmail.com](mailto:huttonptg@gmail.com).

## Application Requirements:

- The proposed project must enhance Hutton in some way. It can help all students at Hutton or be for a specific Hutton group (such as choir, crossing guards, chess club). Projects can also improve the greater Hutton community (i.e. neighborhood projects that enhance student experience).
- Mini grant proposals should be a team effort including at least two students. A staff member or parent advisor must sign the grant application and agree to assist students in using awarded funds and reporting on grant project administration. Applications that are not substantially student prepared will not be considered.
- Projects will be selected for award based on the following criteria.
  - Does the project support the Hutton community or enhance student experience?
  - What is the need for the project?
  - Is the proposal complete and well written?
  - Is the budget realistic?
  - What are the indicators of success and how will they be measured?

## **Approval Process**

1. Members of the PTG Mini Grant Committee review each proposal based on the above criteria. All applications will be reviewed by the Hutton PTG Mini Grant Committee.
2. If necessary, the Committee will meet with applicants to review questions and clarify the project.
3. Awards to successful projects will be announced three times throughout the year.

All grant projects receiving awards must spend awarded funds and turn in a final project report. Successful project applicants will be invited to present their projects and outcomes at a PTG Meeting.

Questions? Contact: [huttonptg@gmail.com](mailto:huttonptg@gmail.com)