Grants applications should be submitted when Staff, PTA or Community Member is interested in acquiring funds for items, events or programs that are not currently in the budget or need additional funding beyond the budgeted amount for an event, program or item. Here are the steps to the Grant Submission Process:

1. Fill out the Grant Application form in detail.  Email it to treasurer@juanitaelpta.com and info@juanitaelpta.com or drop it in the PTA mailbox in the school's workroom.

2. The requesting Staff/PTA/Community member needs to attend the next PTA meeting to present their grant request and answer any questions.
   a.  If the grant total is $299 or Less, they can present at a PTA Board meeting.
   b.  If the grant total is $300 or more, the PTA membership will need to vote at the next general meeting.
   c.  There will also discuss what part of the budget these funds would be coming from. This will happen during the new business section of the meeting.

3. The board or members can suggest to lower or raise the amount for the grant if needed.
   a.  If changes to the grant amount happen, we will update the current grant request form or ask for a new form.

4. During the meeting there will be an ask for a motion to hold a vote on the Grant. There will be an ask for someone to second the motion to hold a vote. If neither of these happen, there is additional discussion until we get a motion and second to vote, or choose to table the request to a future date.

5. Voting will be done with a show of hands for "Yeas" and "Nays". Results of the voting will be recorded on the form and in the official meeting notes.

6. The treasurer and the grant requestor will work to determine if the grant is to be paid by reimbursement of actual costs or if a check is needed for a vendor, contractor or other deposit type situation.

If there are any questions, please contact the Treasurer at treasurer@juanitaelpta.com