

**Camino School Parent Club**  
**Mini-grant Program**  
**Questions? Contact: [minigrants@caminopto.org](mailto:minigrants@caminopto.org)**

**Who should apply for a mini-grant?**

Members of the Camino School Community including:

- Teachers
- Classified Employees (i.e., Librarian, Yard Duty, Cafeteria, etc.)
- Student Groups under teacher supervision (Athletic Teams, Student Council, grade level groups, etc.)
- Administration

**What is a mini-grant?**

They are supplemental funds for the extra school items not generally provided by the district. Mini-grant projects must offer students a unique learning opportunity. Mini-grants can also be used to enrich or expand an existing program. Grants are awarded based on available funds.

**When should my mini-grant proposal be submitted?**

Friday before the September, January, and April Regular PTO Meeting.

**How do I apply?**

Fill out the attached RFP (Request for Proposal), page 2 of this document. E-mail the complete document as an attachment to: [minigrants@caminopto.org](mailto:minigrants@caminopto.org). To ensure receipt of proposal please select "Request Read Receipt" under New Message: Tools when composing your e-mail message. Questions regarding receipt of proposals or the e-mail application process can be directed to [president@pto.org](mailto:president@pto.org)

**What are the guidelines for mini-grant proposals?**

- Be clear and concise.
- Be as specific as possible in describing your project and budget.
- Limit your proposal to approximately 750 words.

**When will awards be announced?**

Award letters will be sent out within two weeks after the submission date

**Camino School Parent Club**  
**Mini-grant Proposal**

**Project Title:**

**Applicant:**

**Contact Person:**

**Date of Application:**

**Project Start/Finish Date:**

**What is your project? (30 points)**

**Why is it needed? (30 points)**

**Who will benefit? (5 points)**

**How will you know your project was successful? (15 points)**

**Do you have other support for this project? Please explain. (5 points)**

**How much money are you requesting? Please itemize and explain if necessary. (15 points)**