

KIS HS PTO MINI-GRANT GUIDELINES 2018-2019

- Mini Grants are small grants of up to 300,000 KRW.
- Up to 7 Mini Grants will be awarded during school year.
- Copies of the Mini-Grant Application Forms can be found on the KIS HS PTO website at: <http://kispto.org/category/hs-pto/hs-forms/>
- Please fill out the application form, scan and send the completed form(s) to the HS PTO email at hspto@kispto.org.
- When you fill out the application forms, please try to answer all questions fully and accurately. If the answer is “none”, write “none”. Do not leave blank space.
- Requests will be approved based upon the following criteria:
 - **Requests SHOULD:**
 - Be For Educational Purposes Only
 - Be Student Focused
 - Enhance Student Learning
 - **Requests SHOULD NOT Be:**
 - Any Type of Party
 - Any Type of Recreational Event
- The number of students that will benefit from each request will also be a point of consideration.
- Unused portions of the grants should be returned to the PTO fund for future use. Any grants awarded should be used for their stated purpose, grants cannot be transferred to another purpose, and unused funds due to cancellation of projects or overdue delays should be returned at once so the PTO can provide funding for other projects.
- If awarded a Mini-Grant, you may be required to provide to the PTO members a report on how your grant was used and the outcome for students at the last PTO meeting of the semester.
- All receipts must be saved and returned to the PTO.
- Must include a copy of a completed Vendor Order Form(If applicable)
- Refer questions to hspto@kispto.org.