

Zach Enrichment Fund (ZEF) Mini Grant Application, Approval, and Disbursement Process

1. Each project must have a Zach teacher, staff member, or administrator sponsor. This sponsor is the Contact.
2. The Contact completes the mini-grant application and submits it to the Principal or Assistant Principal.
3. The Principal or Assistant Principal reviews the application and forwards a copy of it to the Faculty Liaison.
4. If the application is to be considered at a regular PTO meeting:
 - A. The Faculty Liaison presents the mini grant application at the PTO meeting.
 - B. All persons present at the PTO meeting have an opportunity to ask questions and/or comment on the application. The Contact may be asked to provide clarification, additional information, or to amend and resubmit the application.
 1. If the Contact is asked to amend and resubmit the application, further action on the application will be tabled until the amended application is received.
 - C. The application will be voted on as per the Zach Elementary PTO Bylaws.
5. If the Principal or Assistant Principal determines that the application is urgent and must be considered outside of a regular PTO meeting, and if the application is for an amount of \$300 or less:
 - A. The Board may consider the application.
 - B. The Principal or Assistant Principal forwards a copy of the application to the PTO President.
 - C. The PTO President presents the application to the Board, copying the Principal or Assistant Principal on communications. The Contact may be asked to provide clarification, additional information, or to amend and resubmit the application.
 1. If the Contact is asked to amend and resubmit the application, further action on the application will be tabled until the amended application is received.
 - D. The application will be voted on as per the Zach Elementary PTO Bylaws.
6. If the Principal or Assistant Principal determines that the application is urgent and must be considered outside of a regular PTO meeting, and if the application is for an amount of \$301 or more:
 - A. General membership approval is required and a special meeting of the PTO may be called with 15 days notice.
 - B. The Faculty Liaison presents the mini grant application at the PTO meeting.
 - C. All persons present at the PTO meeting have an opportunity to ask questions or comment on the application. The Contact may be asked to provide clarification, additional information, or to amend and resubmit the application.
 1. If the Contact is asked to amend and resubmit the application, further action on the application will be tabled until the amended application is received.
 - D. The application will be voted on as per the Zach Elementary PTO Bylaws.
7. Upon approval
 - A. The Contact signs the mini grant application.
 - B. The PTO Treasurer signs the mini grant application.
 - C. The Principal or Assistant Principal signs the mini-grant application.
 - D. The Contact and the Zach Office Manager coordinate the disbursement of funds.