

MT. EVEREST ACADEMY FOUNDATION
Mini-Grant Guidelines 2022-2023

1. Applicants can be teachers, parents or student body at Mt Everest Academy.
2. Completed application forms must be reviewed by the Principal and include signature on application.
3. Mini-grant applications will be reviewed during the Foundation business meetings, please allow minimum of three weeks.
4. Applicants will be notified of approval/denial within one week of review and funds will be distributed at that time.
5. A record of all applications will be kept with the MEA Foundation. All receipts must be submitted to Foundation within two weeks of completed project.
6. There is a \$250 limit per grant. Grants in excess of \$250 will be reviewed on a case by case basis and may require further information.

Please note: MEA Foundation will not reimburse expenditures made prior to grant approval and notification.

Signature of Principal

MT. EVEREST ACADEMY FOUNDATION

MINI GRANT FORM



Applicant: _____ Email: _____

Amount Requested: _____

Needed By: _____

Number of students to benefit from grant: _____

How will this project/materials benefit your curriculum/department, what is the impact?:

Briefly describe your project/program and what sources you plan to use, if applicable what is the estimated lifespan of item:

Please itemize cost below and include cost research from a least three vendors:

TOTAL: \$ _____

Please remember to turn in all receipts, even if the check is made payable to you. MEA Foundation must have receipts for what you purchased.

MT. EVEREST ACADEMY FOUNDATION USE ONLY

Date Received: _____

Date Reviewed: _____

Further Action Required _____

Response: _____