

Program Enrichment "Mini Grant" Application

Today's Date: _____

Name of Employee Requesting Funds: _____

Department: _____

Description of Activity: _____

Date of Activity: _____

Persons Served: _____

Additional Resources/Funds Required: *(to be completed by supervisor)*

<u>Staff Name</u>	<u>Hourly Rate</u>	<u>Estimate of Hours</u>	<u>Total Cost</u>
-------------------	--------------------	--------------------------	-------------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

Ticket/Entry/Consultant Fee: _____

Food Expenses: _____

Additional Expenses: _____

Total Anticipated Cost: _____

Employees should submit completed application to immediate supervisor who would need to approve the mini-grant and submit to their senior manager for final approval. Once the project is approved, a copy of the application should be sent to Chris Howard, Marketing Dept., for reimbursement and supervisor will notify employee who has submitted application of its status.

Approved by: _____

supervisor

senior manager