

**Membership Building Minigrant**  
**West Virginia Professional Educators, Inc.**  
**Application and Budget**



Directions: Complete the application and submit it to the address below. These grants are for individuals or county chapters that do not have sufficient funds for the project. These grants are for projects that promote WVPE, and are available for amounts of \$250 or less. Incomplete applications will be disqualified.

WVPE Member Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

Preferred Contact Number \_\_\_\_\_

School/County \_\_\_\_\_

Amount Requested \_\_\_\_\_

**Description of Project/Materials Needed**

Attach a separate sheet of paper and describe in detail how grant funds will be used to promote WVPE and build membership. County chapters should not apply for this grant if funds are available in the chapter's funds. These grants are for amounts of \$250 or less.

**Budget**

Complete the budget to indicate how the funds will be spent. Retain all receipts for your records to submit when project or purchases are complete. You may attach a separate sheet of paper if more room is needed.

Items Purchased	Supplier	Cost

Total Cost of Purchases \_\_\_\_\_

Procedures:

1. Submit application to the Executive Director at the address below.
2. All applicants will be notified as soon as possible.
3. If approved, a check will be issued to the applicant by the WVPE Treasurer. Any unused funds from this grant must be returned to WVPE.
4. Upon completion of the project or purchase, please submit a summary statement and all receipts to the Executive Director. Summaries and receipts for events during the first semester are due on or before January 1; summaries and receipts for events during the second semester are due June 1.
5. Submit one or more pictures of the event for possible publication in the WVPE newsletter or on the website.

I have read all the steps of the procedure of this grant. If awarded, I agree to follow the terms of this grant, and to submit the final summary and documentation. I agree to return any used funds from this grant to WVPE. I also understand that my name and grant project may be featured in a WVPE newsletter or on the WVPE website.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit application to this address:

David Gladkosky  
WVPE Executive Director  
2525 Woodland Ave.  
South Charleston, WV 25303