



## Inglemoor High School PTSA GRANT COMMITTEE (GC) APPLICATION PROCESS



<b>GOALS OF IHS PTSA GC</b>	<ul style="list-style-type: none"> <li>Provide funds that will enrich the current and/or future student body of Inglemoor High School by supporting programs that serve the entire school, an entire grade level, a classroom or a school sanctioned club.</li> </ul>
<b>GC MEMBERS</b>	<ul style="list-style-type: none"> <li>1 PTSA Executive Member, at least 1 PTSA Member and the Principal.</li> </ul>
<b>PROCESS</b>	<ul style="list-style-type: none"> <li>Each request is reviewed and voted on by the GC Members. Factors considered in the granting of requests include the potential benefit of the program, the number of students served, the cost and potential sources of alternate funding such as booster programs.</li> </ul>
<b>LOGISTICS</b>	<ol style="list-style-type: none"> <li>Complete SEC Grant Form - located on the IHS PTSA Web site.</li> <li>Obtain approval from Principal Desautels before next steps.</li> <li>Email completed form to Brenae Brix <b>**email coming soon**</b></li> <li>The Grant Committee will review grants twice monthly with notification to applicant usually within 2 weeks of submission.</li> <li>Receipts must be submitted to PTSA treasurer <b>**email coming soon**</b> within 10 days of expenditure.</li> <li>Deadline for submitting grant applications is June 1<sup>st</sup>.</li> <li>Questions- email <a href="mailto:ptsainglemoor@gmail.com">ptsainglemoor@gmail.com</a></li> </ol>
<b>FUNDING</b>	<ul style="list-style-type: none"> <li>Projects can be fully or partially funded, or denied.</li> <li>Past grant approval does not guarantee repeated approval.</li> <li>The requestor will be notified via email the status of the grant and the approved amount.</li> <li>If funded, work with the PTSA treasurer, Jill Nelson (<a href="mailto:runnerwoman@hotmail.com">runnerwoman@hotmail.com</a>) to get funds.</li> <li>In some cases the money will be granted directly to the school and in other cases, the requestor will submit receipts for reimbursement. <b>The Treasurer will know how to handle the funds.</b></li> </ul>
<b>APPROVAL</b>	<ul style="list-style-type: none"> <li>The GC and the Principal.</li> </ul>
<b>GUIDING PRACTICES</b>	<ul style="list-style-type: none"> <li>Grants are to be submitted before purchases are made. GC prefers not reimburse grantees for expenses after the fact.</li> <li>Grants must be for activities that take place in the current school year. Grants may not be carried over into the next year.</li> <li>Grants benefitting a group of students who have a booster group must also submit to that booster group for funding.</li> </ul>

### Inglemoor High School PTSA - Mission Statement:

- (1) To support and speak on behalf of the students, families, and staff at IHS, in the community, before government agencies and other organizations that make decisions affecting the students.
- (2) To assist parents in developing the skills they need to raise, protect, and advocate for their children.
- (3) To encourage parent and public involvement in the public schools of this District, State and Nation.



**Inglemoor High School PTSA**  
**Student Enrichment Grant Application**  
**2019-2020 School Year**



Complete the grant application and submit to [ptsainglemoor@gmail.com](mailto:ptsainglemoor@gmail.com). Grants are reviewed approximately every 10 days. Feel free to add an attachment to describe your proposal and the impact. Grants will be reviewed up until June 1<sup>st</sup>. Please read the application process guidelines prior to submitting for a grant.

<b>TITLE OF PROPOSAL</b>			
<b>DATE</b>		<b>GRADE/CLASS/PROGRAM</b>	
<b>NAME</b>		<b>YOUR E-MAIL</b>	
<b>AMOUNT REQUESTED</b> Limit \$1,500		<b>TOTAL COST OF PROJECT</b>	
Alternate Funding/Booster Support?		Are you a PTSA Member?	
<b>THIS PROGRAM WILL BENEFIT THE FOLLOWING GROUP OF STUDENTS:</b>			
<b>Single Classroom</b>		<b>Grade Wide or More than 1 Classroom</b>	
		<b>School Wide/School Program</b>	
<i>Please explain in your proposal below how many students are being supported through this grant.</i>			

<b>PROPOSED TIMELINE</b>	
<b>DESCRIPTION OF PROPOSAL</b> <ul style="list-style-type: none"> <li>What &amp; why</li> <li>How many students are supported through this grant?</li> <li>Describe the impact/goals this project will have on students.</li> <li>Describe how this aligns with IHS PTSA Mission and Goals</li> </ul>	
<b>FUNDING</b> <ul style="list-style-type: none"> <li>How will PTA funds be used?</li> <li>If partially funded, where will other funds come from?</li> <li>Are there other sources of funding available or being pursued? Boosters?</li> <li>Date funds are needed?</li> </ul>	

You will be notified via email once your request has been approved and signatures are obtained.  
Please work with the current Inglemoor High School PTSA Treasurer,  
**Jill Nelson \*\*email coming soon\*\*** for fund allocation.

Principal's Signature: \_\_\_\_\_

Grant Chair Approval Signature: \_\_\_\_\_