



## 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 and activities that serve the entire school, a 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, 4 PTSA Grant Committee Members, and the Principal.</li> </ul>
<b>PROCESS</b>	<ul style="list-style-type: none"> <li>Each application is reviewed and voted on by the GC Members. Factors considered in the grant making include the potential benefit of the program/activity, the number of students served, the cost, and potential sources of alternate funding - such as booster groups.</li> </ul>
<b>LOGISTICS</b>	<ol style="list-style-type: none"> <li>Complete Grant Application - also located on the IHS PTSA website (<a href="http://www.inglemoorptsa.org">www.inglemoorptsa.org</a>).</li> <li>Rename file: Add the title of your proposal to the file name (such as: IHS PTSA Grant 2022-23_TITLE OF PROPOSAL).</li> <li>Email your completed grant application to Principal Desautels for review and approval.</li> <li>If your application is approved, Principal Desautels will forward approved grant application to the Grant Committee Chair.</li> <li>Applicants typically receive a response within two weeks of submission.</li> <li>Grant application deadline is June 1<sup>st</sup>.</li> <li>Questions- email Grant Committee Chair, Grace Jurado (<a href="mailto:gracejur@hotmail.com">gracejur@hotmail.com</a>)</li> </ol>
<b>FUNDING</b>	<ul style="list-style-type: none"> <li>Projects can be fully funded, partially funded, or denied.</li> <li>Past grant approval does not guarantee repeat approval.</li> <li>The applicant will receive an email notification with the grant status and the approved amount.</li> <li>In some cases, the money will be granted directly to the school and in other cases, the grantees will submit receipts for reimbursement. The Treasurer will know how to handle the funds.</li> <li>Receipts must be submitted to PTSA Treasurer within 10 days of expenditure.</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. The GC prefers not to reimburse grantees for expenses after the fact.</li> <li>Grants must be for activities/purchases 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 a request to that booster group for funding.</li> </ul>



## Inglemoor High School PTSA Student Enrichment Grant Application 2022-2023 School Year

Email grant applications to Principal Desautels for review and approval. Approved grants will be forward to Grant Committee Chair by Principal Desautels. Applicants typically receive a response within two weeks of submission. Feel free to add an attachment to describe your proposal. Grants will be reviewed up until June 1<sup>st</sup>. Please read the application process guidelines prior to submitting a grant. If you have any questions or need assistance filling out the application, please email Grant Committee Chair, Grace Jurado ([gracejur@hotmail.com](mailto:gracejur@hotmail.com)).

<b>TITLE OF PROPOSAL</b>			
<b>DATE</b>		<b>GRADE/CLASS/PROGRAM</b>	
<b>NAME</b>		<b>YOUR EMAIL</b>	
<b>AMOUNT REQUESTED</b> Limit \$1,500		<b>TOTAL COST OF PROJECT</b>	
<b>Alternate Funding/Booster Support?</b>		<b>Are you a PTSA Member?</b>	
<b>THIS PROGRAM WILL BENEFIT THE FOLLOWING GROUP OF STUDENTS:</b>			
<b>Single Classroom</b>		<b>Grade Wide or More than One Classroom</b>	
		<b>School Wide/School Program</b>	
<i>Please explain your proposal below and attach helpful supporting documentation (such as, quotes, screenshots of items you would like to purchase, etc.) to your email.</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 Goals.</li> </ul>	
<b>FUNDING</b> <ul style="list-style-type: none"> <li>How will PTSA 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 reviewed. **Please work with the Inglemoor High School PTSA Treasurer for fund allocation.**

Principal's Signature: \_\_\_\_\_ (Forwarded Email with approval from Principal is acceptable.)

Grant Chair's Signature: \_\_\_\_\_