



Inglemoor High School PTSA

Grant Committee Application Process

GOALS OF GRANT COMMITTEE	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.
GC MEMBERS	1 PTSA Executive Member, at least 1 PTSA Member and the Principal.
PROCESS	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.
LOGISTICS	<ol style="list-style-type: none"> 1. Complete Grant Form – located on the IHS PTSA Web site. 2. Obtain approval from Principal Desautels before next steps. 3. Email completed form to Erin Schultz at et_phone@hotmail.com and Genoveva Martin at genoveva.marin@bastyr.edu 4. The Grant Committee will review grants twice monthly with notification to applicant usually within 2 weeks of submission. 5. Receipts must be submitted to PTSA treasurer **email coming soon** within 10 days of expenditure. 6. Deadline for submitting grant applications is June 1st 7. Questions- email ptsainglemoor@gmail.com
FUNDING	<ul style="list-style-type: none"> • Projects can be fully or partially funded or denied. • Past grant approval does not guarantee repeated approval. • The requestor will be notified via email of the status of the grant and the approved amount. • If funded, work with Erin Schultz at et_phone@hotmail.com and Genoveva Martin at genoveva.marin@bastyr.edu to get funds. • In some cases the money will be granted directly to the school and in other cases, the requestor will submit receipts for reimbursement. The Treasurer will know how to handle the funds. •
APPROVAL	The Grant Committee and the Principal.
GUIDING PRACTICES	<ul style="list-style-type: none"> • Grants are to be submitted before purchases are made. GC prefers not to reimburse grantees for expenses after the fact. • Grants must be for activities that take place in the current school year. Grants may not be carried over into the next year. • Grants benefiting a group of students who have a booster group must also be submitted to that booster group for funding.

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 2023-2024 School Year

- Please read the application process guidelines prior to submitting.
- Feel free to add an attachment to describe your proposal and the impact.
- Submit the completed application to Erin Schultz at et_phone@hotmail.com and Genoveva Martin at genoveva.marin@bastyr.edu.
- The Grant Committee will review grants twice monthly with notification to applicant usually within 2 weeks of submission. Grants will be reviewed up until June 1st.

TITLE OF PROPOSAL			
DATE		GRADE/CLASS/PROGRAM	
NAME		YOUR E-MAIL	
AMOUNT REQUESTED Limit \$1,500		TOTAL COST OF PROJECT	
ALTERNATE FUNDING Booster Support?		Are you a PTSA Member?	

This program will benefit the following students:					
Single classroom		Grade wide or more than 1 classroom		School wide/ school program	

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.

PROPOSED TIMELINE	
DESCRIPTION OF PROPOSAL	
<ul style="list-style-type: none"> • What & why • How many students are supported through this grant? • Describe the impact/goals this project will have on students • Describe how this aligns with IHS PTSA mission and goals 	
FUNDING	
<ul style="list-style-type: none"> • How will PTA funds be used? • Are there other sources of funding available or being pursued? Boosters? • Date funds are needed 	

You will be notified via email once your request has been approved and signatures are obtained.

Principal's Approval Signature: _____

Grant Chair Approval Signature: _____