

ISPTSA Grants Committee 2015-2016 Process and Rules

International School PTSA Grants support programs and activities that enhance and supplement student learning experiences while building community.

Grant Proposals Scheduling and Submission

1. Grant proposals will be evaluated in October/November, January, February and April.
2. All instructions, deadlines and forms will posted to www.isptsa.org and sent in email to the staff.
3. Grants can be submitted in hard copy to the grants folder in the office or electronically to grants@isptsa.org
4. All grants are due by 3PM on the grant due date.

Grantees and Proposals

1. All community members including teachers and staff, parents and students are eligible to submit a grant request.
2. ISPTSA funding criteria:
 - Relevance to the curriculum, school and/or district goals
 - Benefit to students or program
 - Number of students and/or grades benefited
 - Diversity of Impact – departments, short term, long term
 - Demonstrated need – not a school or district responsibility
 - Amount requested
 - Funds available
 - PTSA cannot fund the hiring of certified teachers, pay ongoing wages or salaries or direct transportation.
3. Each grant must be approved by the principal and department chair, if relevant.
4. Some grants will not be approved. The reasons for non-approval of a grant may include amount of grant request, supplanting of district or school responsibility, and overlap with other PTA programs. Rejected grants can be resubmitted, if rewritten
5. After implementation, a summary of the impact of the grant should be submitted to the committee. Your grant advocate can assist you in creating the summary and will submit it to the Messenger so that the broader community knows what was funded and the impact on students or the community.

Committee Structure and Grant Advocate

1. Any ISPTSA member is eligible to be a grants committee member.
2. The Grants Committee will assign a Grant advocate to each department.
3. Each department's Grant advocate is responsible for helping with the grant process, collecting and posting updates on the grant and for all other interaction with the grantee.
4. Grants committee will communicate decision to applicant and post all awarded grants to www.isptsa.org

Purchasing, reimbursement, failure to use award

1. The list of approved grants will be given to the office manager, Liz Vanderberghe.
2. The Office Manager will pay all approved grants and apply to ISPTSA for reimbursement.
3. Only the amount of the award will be reimbursed.
4. If a grant not used within 4 months or June 1, whichever comes first, then the grant awarded reverts back to the use of the ISPTSA. Prior approval to extend these deadlines is available and should be indicated on grant application.

Grants Committee Voting Schema and approval

1. The Principal will be asked to rank the proposals on a 1, 3, 5 scale.
2. Each individual vote shall be a No, a 0 for abstain, or 1 through 5 for a Yes. Each member of the grant committee votes.

3. The grants which have more Yes votes than No votes shall be ranked according to the sum of the votes.
4. With the available funds, the Grants Committee will agree on how many of the approved proposals to fund.
5. Per ISPTSA rules, the approved grants will be submitted to the ISPTSA Board of Directors for final approval. The grants will be reviewed as a package by the Board. Members will rotate submitting grant proposals to the Board.
6. Grants committee will meet as soon as feasible after the grants proposal due date with the goal of submitting the approved grants at the Board of Directors meeting following the grants deadline.

Amendments and changes

2. Change or exceptions to the above can be made with the approval of a simple majority of the committee members.