

**ISPTSA Grants Committee  
2017-2018 Process and Rules**

**The International School PTSA Grant program supports 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, February and May.
2. Grants should be submitted electronically to [grants@isptsa.org](mailto:grants@isptsa.org)
3. All grants are due by 3PM on the grant due dates (September 29; February 2; May 4)
4. All instructions, deadlines and forms will posted on [www.isptsa.org](http://www.isptsa.org) and sent in email to the staff.

**Proposals and Grants**

- 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.
- All community members including teachers and staff, parents and students are eligible to submit a grant request.
- Each grant must be approved by the principal and department chair, if relevant.
- 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.
- The Grants Committee will assign a Grant advocate to each department. 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.
- 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.
- Grants committee (after approval by the ISPTSA Board of Directors) will communicate decision to applicant and post all awarded grants to [www.isptsa.org](http://www.isptsa.org)

**Purchasing, reimbursement, failure to use award**

- The list of approved grants will be given to the office manager, Liz Vanderberghe and she will pay all approved grants and apply to ISPTSA for reimbursement.
- Only the amount of the award will be reimbursed.
- If a grant is 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.

More detailed information on the grant approval process, can be found on [www.isptsa.org](http://www.isptsa.org)

Bellevue International School PTSA Curriculum Enrichment Grant Application 2017-2018

INSTRUCTIONS: Please provide all information and signatures prior to submission of application. Submit completed application to PTSA Grant Mailbox or e-mail to ISPTSA Grant Review Chair at grants@isptsa.org

1. Applicant Name: \_\_\_\_\_ 2. Name of Proposal: \_\_\_\_\_

3. Date of Submission: \_\_\_\_\_ 4. Indicate: Student/Parent/Teacher (circle one)

5. Applicant E-mail Address and Phone: \_\_\_\_\_

6. Total Amount Requested: \$ \_\_\_\_\_ Please include Shipping, handling and taxes

7. Minimum Partial Funding Request (is there a minimum amount that would be helpful?): \$ \_\_\_\_\_

8. Description of how funds would be used and relationship to curriculum, school or district goals (brief summary).

Attach additional information as necessary:

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9. Approximate number of students that will directly benefit from this grant? \_\_\_\_\_

10. Which grade levels will directly benefit from this grant? \_\_\_\_\_

11. Which Department/Club will benefit from grant? \_\_\_\_\_

12. For how long will the benefit be realized? (i.e. 1 year, 5-10 years, on-going) \_\_\_\_\_

13. Date by which funds are needed or anticipated being used? \_\_\_\_\_

14. Is there other potential funding sources? If so, please identify: \_\_\_\_\_

By signing this application, the applicant agrees as follows: to abide by the rules outlined above. By signing this application, the club or department head and the International School principal signify that they have read this application and support it.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Club or Department Head: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Int'l School Principal: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Budget for Grant Application

Please list out the cost for your proposal. Have price estimates prior to submitting application.

Item #	Quantity	Description	Unit Cost	Total Cost

Sub Total \_\_\_\_\_

Shipping, Handling, Tax \_\_\_\_\_

Total \_\_\_\_\_

Include Shipping, Handling and taxes. Only the amount of the award will be reimbursed.

All purchases will be made through the office manager, who work with ISPTSA treasurer for reimbursement. FOR PTSA USE

**Recording:**

Date Received \_\_\_\_\_

Date Reviewed \_\_\_\_\_

**Processing:**

Approved to move on: Yes/No (circle one)

Returned for more information: Yes/No (circle one) Date Resubmitted: \_\_\_\_\_

Deferred: Yes/No (circle one) Reason: \_\_\_\_\_

Denied: Yes/No (circle one) Reason: \_\_\_\_\_

**PTSA Decision:**

Approved/Not Approved \_\_\_\_\_

Amount Approved \$ \_\_\_\_\_

Date: \_\_\_\_\_