ISPTSA Grants Committee
2019-2020 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 twice a year; September/October and January/February.
2. All instructions, deadlines and forms will be posted to www.isptsa.org and sent in email to the staff.
3. Grants must be submitted electronically to grants@isptsa.org
4. All grants are due by 3:30 PM on the grant due date. Any grants submitted following the due date/time may be considered for the following funding period within the academic year

   * It is the Grants Committee's goal to help allocate all available funds to the programs that enhance and supplement student learning experiences. Please help the committee by providing all the requested information before the 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 accruing to large population of students or significant 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 pre-approved by the principal and department chair, if relevant.
4. It is likely that 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 appropriate. It is possible that some grants will be deferred for more information, funds availability, or other reasons.
5. Once a grant is approved, the funds should be utilized with in the provided timeframe. If the funds are not utilized, the grant will be considered rejected and funds will go back to Grants committee for allocation to other projects.
6. 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. ISPTSA board will nominate a chair for the grants committee. The chair will work with ISPTSA board, School administration, and other grant committee members to ensure fair, equitable, and smooth process for grant allocation and use.
3. 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.
2. The Office Manager will pay all approved grants and apply to ISPSTA for reimbursement.

3. It is expected that the applicant has included ALL costs in their proposal. The reimbursement will not exceed the approved amount.
4. If a grant not used within the timeframe requested, or within 3 months, whichever comes first, then the grant awarded will revert 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 Scheme and approval
1. The International School Principal will advise in prioritizing grant proposals for the benefit of the students and programs at the school.
2. The Committee members will be asked to rank the proposals on a 1, 3, 5 scale, 5 being Must Approve.
3. 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. The absence of a committee member shall count as an abstain from the committee member.
4. The grants which have more Yes votes than No votes shall be ranked according to the sum of the votes.
5. With the available funds, the Grants Committee will agree on how many of the approved proposals to fund.
6. 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.
7. 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

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