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**IH PTSA MISSION**

*To expand educational opportunities and enhance the learning and social environment at Issaquah High through programs, volunteers, advocacy and financial support.*

**GRANT GUIDELINES**

***2015-16***

*Thank you for your efforts to enhance the learning environment at IHS and for bringing your idea to PTSA for consideration.*

**CRITERIA:** IH PTSA will consider any item, program or activity that is compatible with our mission (above), and will review applications considering at least the following criteria:

* + Does it foster student learning?
	+ Does it strengthen our school community?
	+ Does it reach a large number of students and/or target an underserved population?
	+ Will it have a long-term impact?
	+ Does it align with IHS building goals?
	+ Is IH PTSA the most appropriate funding source?

**APPLICATION PROCESS:**

1. Complete the "Issaquah High PTSA Grant Application" (form on website)**.**
2. Submit application to the Principal, who will confirm its feasibility/suitability and consider other available funding sources, if any. The Principal will forward it to the PTSA.
3. The PTSA Grant Review Committee will send you an e-mail to confirm receipt and may contact you with additional questions.
4. Your grant request will be considered and voted on at a monthly PTSA General Membership meeting (timeline below). PTSA will notify you via e-mail immediately afterward.
5. Our PTSA Treasurer will provide a check to the appropriate party upon presentation of an invoice.
6. Provide an update to PTSA, in writing or in person after implementation of your grant.

**TIMELINE:** PTSA will consider grant proposals at least three times during the 2015-16 school year:

 Application to PTSA by PTSA Meeting (vote)

*FALL:* October 16, 2015 November 13, 2015

*WINTER:* January 22, 2016 February 12, 2016

*SPRING:* April 15, 2016 May 13, 2016

**GRANT ASSISTANCE:** For help on your application, please contact our PTSA grant writer:

Kristen Allen-Bentsen

*(425) 427-6487*

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