# 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 2014-15 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, contact our PTSA grant chair or grant writer:

| Sally Feldman | Kristen Allen-Bentsen |
|---|---|
| *Chair* | *(425) 427-6487* |
| *safeldman@comcast.net* | *kallenbentsen@hotmail.com* |

*Updated 9/2015*