**IH PTSA GRANT GUIDELINES**

Thank you for your efforts that share IH PTSA’s mission to expand educational opportunities and enhance the learning and social environment at Issaquah High through programs, volunteers, advocacy and financial support.

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

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

**Notes:** PTSA focuses on academics, classroom support, social-emotional enhancements while Boosters focuses on extra-curricular enrichment and clubs. Also, consider department and building funds and the Issaquah Schools Foundation. PTSA will **not** fund transportation, salaries, or previous expenditures. Preference may be given to those people or departments that have not received grants recently. One time only, rather than repeat or annual funding needs, please.

**APPLICATION PROCESS:**

1) Complete, in detail the IH PTSA Grant Application, available on IH PTSA website.

2) Submit applications to the IHS Principal to review feasibility/suitability.

3) IH PTSA Grant Review Committee reviews grants, with possible follow-up questions.

4) Within timeframe, grant requests will be presented and voted on at IH PTSA GMM.

5) If approved, IH PTSA Treasurer will provide check to grant recipient, upon receipt of appropriate invoices or purchase orders.

6) Recipients must provide a program update to IH PTSA after implementation of grant.

 **TIMELINE:** PTSA will consider complete, signed, on-time grant proposals at these times.

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| Grant Application Due Date:   | IH PTSA GMM Vote: |
| FALL: October 18, 2019 | **November 15, 2019** |
| WINTER: January 17, 2020  | **February 14, 2020**  |
| SPRING: April 24, 2020 | **May 29, 2020** |

**Questions: Shalini Bansal or Sally Porter, IHPTSA Grants Chairs** **IHPTSAGrants@gmail.com**
 **IssaquahHighPTSA.org**