

IMS PTSA  
PROCESS FOR REQUESTING FUNDS FROM THE PTSA

**What:**

The PTSA is a separate non-profit organization from schools that is member driven. The mission of the General Membership at IMS PTSA will strive to enrich and enhance the educational and cultural experiences of all students at the school, and to help staff in providing a safe and nurturing environment in which students can thrive.

**Why:**

IMS PTSA has budgeted \$15,000 for this school year to help fund IMS equipment, activities, and projects.

IMS PTSA wants to support classrooms and IMS staff members by sponsoring grants for special projects. The purpose of each grant is to fund ongoing curriculum that advances student learning and/or enriches the school environment.

**How:**

- Fill out the form “Request for grants,” and submit it to the Principal for an initial review. This form is available with the Principal or in the PTSA box in the staff room.
- The grants committee, consisting of 5-7 members including the PTSA Presidents, Treasurer, and PTSA members, will review the requests and present their recommendations to the board.
- The request can be submitted by:
  - IMS Staff

**Results:**

- Once the board reviews the recommended grants, they will then inform the requestors via email of the approval or denial. The board will also send the school manager the approval. The district is also notified at this time of any approvals since funding will need to be through a district donation.

**General Guidelines:**

- Priority is given to grants that affect the highest number of IMS students.
- Committee members should review past approved grant proposals to ensure that money is being distributed fairly between IMS departments.
- Committee members should be aware of the grant budget when making recommendations so that funding is not depleted before the final quarter of the school year.
- Grants will be reviewed once the PTSA has met its fundraising goals.

- All funding must be completed before June 30<sup>th</sup> of the current school year to ensure that it is covered by that year's PTSA budget.
- It is not required of the committee to spend all of the budgeted grant money if the submitted grants do not meet the guidelines or are not deemed a priority.