

DRAFT

West High PTSA Grant Guidelines 2009-2010

The West High PTSA is continuing the policy adopted in 2008 of combining the grant making process of the Eagle's Cache with that of the PTSA. Grants will be made throughout the year at monthly PTSA meetings.

Application Due Date: The application must be submitted at least two weeks in advance of the PTSA meeting in which the applicant wishes it to be discussed.

Application Submission and Confirmation: Applications are to be emailed. The address is: westhighptsa@gmail.com. Subject line should read: Grant Liaison. If there is an attachment that cannot be emailed, place the attachment in the PTSA mailbox in the faculty lounge and let us know in the email. The grant liaison will confirm by email within a week that the grant has been received.

Attendance at PTSA Meeting is Key: Although not required, it is strongly advised that someone representing the grant attend the meeting at which the grant will be reviewed. Questions about each grant almost always arise, and your representative is the best one to provide the information.

Grant Categories and Approximate Individual Limits:

- 1) Teacher grants: grants made to teachers or departments that are intended to serve a broad population of West High, and for which the Anchorage School District does not provide funding. Examples include activities that will improve classroom participation or improve graduation rates by stimulating student interest. There is no dollar limit for these grants.
- 2) School clubs and booster clubs: grants made to student clubs and booster clubs are intended to provide funding to help groups with their efforts to improve the life of West High, through organized activities such as hobbies, interests, and sports. Funds for these grants will be provided through funds generated by the Eagle's Cache. These grants typically do not exceed \$2,500 each. Funding levels will vary according to the number of students that will benefit from the grant. Larger grant totals will be expected to benefit a significant number of students.
- 3) Principal's discretionary fund: grants may be made during the year to assist the principal and staff in completing the mission of providing outstanding educational, athletic, and community programs to the students of West High. Grant amounts will depend upon program need.
- 4) Travel related: grants may be made to student groups that are seeking funding for travel, or to attend functions that will provide opportunities for learning and advancement, provided that other fundraising is conducted. The primary purpose of these grants is to help students that are not financially able to afford travel or field trip

costs. Grant applicants must demonstrate that other funding has been sought and that students receiving the funding are unable to pay their own travel expenses. These grants will typically average from \$5 to \$100 per student, depending upon the activity and the size of the group.

5) Community grants: grants may be made to help community groups that serve the West High and the Anchorage community. These grants are intended to help those who are most in need, and to help these students achieve academic and community success. Grant applicants must show that their grant will have a meaningful impact on the lives of students. Examples include grants to programs that provide food, supplies, and assistance to at-risk student populations. These grants typically range from \$300 up, depending upon the size of the student population served and the community need.

Total Grant Targets

During 2009/2010, it is expected that available grant funds will be divided among the grant categories in the following approximate ranges:

Teacher grants:	30% of grant funds
School clubs and booster clubs:	40% of grant funds
Principal's discretionary fund:	10% of grant funds
Travel related:	5% of grant funds
Community:	15% of grant funds

Help Us Fundraise at No Additional Cost to You!

The amount of money that is available for grants varies each year according to the success of our fundraising programs. One way to help us raise money at no additional cost to you is by signing up for e-Scrip. Every time you shop at Carrs/Safeway and use your Carrs/Safeway Club Card, a donation of 1-4% of your shopping tally is donated directly to the PTSA by Carrs/Safeway. These funds account for a high percentage of the grant funds available to teachers at West. Please e-mail westhighptsa@gmail.com with your Carrs/Safeway Club Card number and your address. A strong showing of West supporters and staff enrolling in this program will greatly help our fundraising efforts. *Thank you!*