

LJHS PTSA Mini-Grant Guidelines

1. Mini-grant funds are part of PTSA's yearly budget allocation, funded from PTA dues, contributions, and money earned through PTA fundraising activities.
2. Teacher/staff members who are current PTSA members may request mini-grants in the amount of **\$500** or less, using the form available on the PTA website. Mini-grant requests must specify how the money would be spent, the exact amount requested and state the desired curriculum goal or benefit to school. Effort should be made to find the lowest price for grant purchase items.
3. PTSA funds cannot be granted to pay for individual student or teacher/staff member travel expenses, meals or accommodations for trips.
4. PTSA will make an effort to grant requests as evenly as possible among the various departments bearing in mind that certain departments have more consumable expenditures, and that department needs vary from year to year.
5. Mini-grants are meant to provide funds for special projects for which other funding is not available. PTSA will consider whether there may be other sources available for the money requested and whether or not those potential sources have been tapped.
6. PTSA will make an effort to grant requests that will benefit a sizable number of students, enhance a teacher's ability to teach, or purchase items which will remain on campus for future use.

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7. PTSA Executive Board will vote on mini-grant requests within 7 days of receiving completed applications. An affirmative vote by the majority of executive board members present is required for grant approval.
8. The PTSA Ways and Means Chair will make a copy of these guidelines available on the PTA website so each teacher/staff member has access to them throughout the school year.
9. The Ways and Means Chair will present submissions to the PTA Executive Board members for a vote. Grant approval/denial will be communicated to the grant requestor at the earliest convenient time. The PTSA Treasurer will deliver checks for approved grants upon receipt of a reimbursement request including invoice(s) or receipt(s). The intent of PTSA is to serve as many teachers as possible, so PTSA requests that each teacher make only one request during the first semester. At the beginning of second semester, PTSA will entertain additional requests from as many teachers as the budget permits.

NOTE: The PTSA is not specifically a fund-raising entity. The La Jolla High School Foundation exists for that purpose.

Questions? Ronit Austgen at ronitaustgen@gmail.com