



Guide to GHS PTSA Funding Options

Have a great idea that needs some funding? PTSA may have some funding available via one of these options.

GHS faculty & staff
for classroom enrichment
up to \$300 total per school year

Teacher Stipend

Funding: total of \$300 per school year per teacher

Deadline: Check Requests must be submitted by June 1st

Process: Complete a Check Request form, attach receipts (required). Turn in a hard copy to the PTSA Treasurer's folder in the school's main office or email Word doc or PDF along with scanned copy of receipts to treasurer@garfieldptsa.org

Allow two weeks for processing. You may also request that the PTSA pay a third party invoice by attaching it to the Check Request form (in lieu of reimbursement).

NOTE: *The PTSA reserves the right not to honor a Check Request that does not follow these protocols.*

Link to PTSA Check Request Form:
<http://bit.ly/ghsptsa-check-request>

**GHS faculty, department,
club, or activity**
for expenses **up to \$2000**

Small Grants

Funding: Grant proposals for up to \$2,000 are awarded twice a year from a pool of funds set aside by the PTSA annual budget.

Proposal deadlines: Fall grants are due in September and spring grants are in due in February. Specific dates are set by the small grant committee and are available on the PTSA website <http://www.garfieldptsa.org/>

Process: Fill out the small grants form and attach detailed budget. **Secure required faculty/advisor approval signatures.** Turn hard copy in to the PTSA box in the front office, or email Word doc or PDF to smallgrants@garfieldptsa.org

Reimbursement deadlines: Grant funds should be spent in the year in which they were awarded and reimbursement deadlines will be set at the time grant is awarded.

Detailed small grant guidelines:
<http://www.garfieldptsa.org/resources/small-grants>

Link to PTSA Small Grants Form:
<http://bit.ly/ghsptsa-smallgrants>

**GHS faculty, department,
club, or activity**
for expenses **greater than \$2000**

Large Grants

Funding: Proposals for funding over \$2,000 are part of the PTSA budget process but can be awarded throughout the year depending upon available funds.

Proposal deadlines: Early spring for the next school year's funding cycle. Specific dates are set by the budget committee and are available on the PTSA website <http://www.garfieldptsa.org/>

Process: Complete the large grants form and attach a clear, detailed budget. **Secure required faculty/advisor approval signatures.** Turn in hard copy to the PTSA box in the front office, or email Word doc or PDF to largegrants@garfieldptsa.org

NOTE: *Grants over \$5000 require signature of letter of agreement to report progress against grantees goals to PTSA leadership. Grantee will work with the large grant committee to schedule their progress presentation at a PTSA meeting.*

Link to PTSA Large Grants Form:
<http://bit.ly/ghsptsa-largegrants>