



ALTA VISTA HOME AND SCHOOL CLUB

Grant Program Guidelines 2017-2018 School Year

Purpose

The Alta Vista Home and School Club (AVHSC) Grant Program allows its' members (teachers, staff, and parents) to request AVHSC funds to fund supplemental programs for students and provides the opportunity to fund new enrichment programs that benefit our school community.

Grant Program Guidelines

- The HSC Board has allocated a total of \$10,000 for Grants for the 2017-2018 School year.
- Grant applications will be reviewed every month at the AVHSC Board Meeting (which is usually on the 2nd Tuesday of every month).
- The Grant Review committee will consist of the Principal, at least 2 AVHSC Elected Officers, the Grant Chairperson (HSC Vice President), and at least 1 AVHSC volunteer.
- Application deadlines are 3pm on the 25 th of every month. The first deadline will be on August 25, 2016 to be reviewed at the September HSC Meeting and every month thereafter.
- Applications should be in a sealed envelope and placed in the HSC Grant folder in the office. Alternatively, they can be submitted online via the Grant Request Google Form.
- You will be notified about your Grant Request within two weeks of the application deadline.
- AVHSC members may submit an unlimited number of grant applications.

Grant Criteria

- Each Grant will be for a maximum of \$1,000.00*
- Grant applications should be submitted for programs, activities or materials not currently in place or to supplement or enhance current programs, activities, or materials.
- Grant applications should be submitted for programs, activities, or materials not provided by the District.
- Grant applications should be submitted for programs, activities or materials that benefit/impact an entire grade level or large number of students.
- If you submit a Grant application for programs, activities or materials that only benefit/impact your class, the Grant review committee may choose to defer your
- Grant request until the end of the school year. The Grant review committee will review deferred Grant applications in May and they will award your Grant if there are funds left in the overall Grant allocation.
- Application must include an itemized list of materials to be purchased (including tax and shipping costs).
- Requests for technology equipment (hardware, software, and other related peripherals) must be reviewed by the AV Technology Committee prior to submitting a Grant Application. If applicant is uncertain if an item falls in the category of "Technology Equipment", contact the HSC Vice President.
- Programs and activities must be completed prior to the end of the school year.
- Capital equipment of fixed assets purchased with Grant funds will be the property of Alta Vista Elementary School.

*Requests for grants in excess of the \$1,000.00 threshold will need to be submitted separately for budget line inclusion in the next school year budget. Deadline for this submittal is May 15th of the current school year for the following school year.

AVHSC Grant Program Guidelines Updated for 2017-2018