

2016-17 Leigh Home & School Club Staff Grant Program

Purpose

To allow teachers and parents to fund supplemental programs for students through grants from Home and School Club to fund new and innovative enrichment opportunities for Leigh students.

Overview

- The total amount allocated for the 2016-17 school year grants is \$4000.
- Applications will be reviewed twice each year. Application deadlines are October 1 for Fall grants and February 1 for Spring grants. Applications are submitted to Kara Butler for initial approval.
- A committee consisting of the Principal, the HSC Vice President, two additional HSC Officers and at least 1 HSC parent will initially review the applications to determine if they meet the criteria below.
- Applications that meet the criteria will be presented for review and approval at the HSC meetings in October and February HSC.
- Teachers and parents may submit grant applications and there is no limit on the number of applications that can be submitted.

Grant Criteria

- Each Grant will be for a maximum of \$500.*
- Grant applications should be submitted for programs, activities or materials not currently in place or to supplement or enhance current materials and/or programs that require additional resources.
- Grant applications should generally be for programs, activities, or materials not provided by the District.
- Grant applications that impact a larger number of students may be given priority over applications that focus on a smaller group.
- Application must include an itemized list of the expected costs. Greater detail will improve the likelihood of an application being approved.
- Grant amounts are for one-time activities and will be forfeited if they are not spent by the end of the school year.
- At the conclusion of the funded activity, grantees are expected to provide a short report to the HSC regarding the success of the program and how much money was spent.

*Grant requests in excess of the \$500 threshold or for recurring programs should be submitted for consideration as a funded program for the next school year budget. Applicants should contact the HSC President if they are interested in submitting a budget proposal.