



## **Grant Proposal Guidelines 2024-2025**

*The Skyline High School PTSA supports staff, students, and families at Skyline. We strive to strengthen our community one student at a time by working closely with the Skyline administration and key partner organizations, including ASB, Booster Club, Issaquah PTSA Council, and Issaquah Schools Foundation. We provide meaningful programs, effective advocacy, and financial support to Skyline High School staff, students and community.*

### **SELECTION CRITERIA**

Skyline PTSA will consider any item, program, project or activity that is compatible with our mission (above), and will review applications considering the following criteria:

- The Skyline PTSA Grant will foster student learning.
- The Skyline PTSA Grant will have a long-term impact on the student.
- The Skyline PTSA Grant will strengthen our school community.
- The Skyline PTSA Grant is aligned with Skyline building goals.
- The Skyline PTSA Grant will have a broad student impact.
- The Skyline PTSA will be an appropriate funding source that targets an underserved population.

### **NON-FUNDABLE ITEMS**

- Teacher salary or release time
- Ongoing or annual funding needs
- Money spent on programs, activities or supplies prior to grant award
- Transportation expenses

### **APPLICATION PROCESS**

- Complete in detail the Skyline PTSA Grant Application form before or on the deadline.
- A detailed line-item budget must be attached to the application.
- Click submit application form.
- Skyline PTSA Grant Review Committee reviews grants, with possible follow-up questions.
- If approved, Skyline School Treasurer will provide a check to the grant recipient.
- Recipients are encouraged to provide a program update to Skyline PTSA Grant Chairs after implementation of grant.

### **Common reasons grants do not get funded**

- Benefit to students and school too limited or not clearly defined
- Lack of a detailed budget
- Lack of supporting documents or a well-thought-out plan
- The application was submitted after completion of the project or the purchase of materials
- Alternative funding sources were not disclosed or pursued (other grants, fundraising, building or department funds, etc.)
- The project is outside the required timeline (deadline)

Please direct questions/concerns/feedback to Skyline Grant Chair:  
Marissa Corona [spartangrants@skylineptsa.org](mailto:spartangrants@skylineptsa.org)