



LOWELL HIGH SCHOOL

PARENT TEACHER STUDENT ASSOCIATION

Lowell PTSA Enrichment Grants Funding Guidelines

Application Requirements

- Applicants – administrators, faculty, staff, coaches, and students – must be current members of the Lowell PTSA.
- Applications must be for funding in the current school year.
- Projects should afford access to all students regardless of ability to pay, in compliance with laws governing disabled access, and provide proper adult supervision.
- Special consideration will be given for programs and projects that address unmet needs or create meaningful new opportunities for students.

Items / Programs Not Funded

- Personal gifts or gift cards (including gifts for baby showers, bereavement, retirement, or birthdays).
- Donations to a fundraiser.

Evaluation Criteria. The PTSA will evaluate grant applications with three metrics.

- Reach: How many students benefit?
- Duration: How long does the benefit last?
- Significance of Impact: How meaningful is the benefit?

Use of Grant Funding

- Grant funding may only be used for items specified on the original grant request with no substitutions.
- Products or equipment purchased with PTSA grant funding remain the property of Lowell High School.
- Money awarded must be used within two months of receiving the award, unless otherwise authorized by the Grants Committee. Unused funds after this period will be returned to the PTSA.
- The PTSA community is interested in the outcome of your program. Within 30 days of project completion, we request that grantees send us a brief summary describing their results with photos or video, if applicable. Failure to do so may affect future grant decisions.

Important Considerations

- Applicants should explore a variety of funding sources, such as your own department, the Lowell Alumni Association, School Site Council, the SFUSD, and parent/student/team fundraising activities.
- Faculty must have applications co-signed by their department chair. Coaches must have applications co-signed by their athletic director. Department chairs and the athletic director must have applications co-signed by the Principal or Assistant Principal. Administrators must have applications co-signed by the Principal. Student organizations must have applications co-signed by a faculty sponsor or administrator.
- Thoroughly complete the application, including specific information on expenses and vendors.
- The Grants Committee submits recommendations to the PTSA Board, which makes the final decisions on awards.

Questions may be directed to the PTSA's VP of Grants at grantsvpptsa@gmail.com.