

CHS PTSA Student Grant Application FAQ – 2024/2025

The Cupertino PTSA has allocated up to \$5K to be made available in support of student programs. The majority of these funds will be approved upon completion of a grant application which is then approved by the PTSA Grant Committee and the PTSA.

1. Who can apply for a Student Grant?
 - a. Any officer of a group (CHS student clubs, sports teams, councils or ASB) can apply in support of the group.
2. What does the Grant cover?
 - a. Allowable coverage
 - i. The project or activity must benefit everyone in the group.
 - ii. Expenses related to service events
 - iii. Seed money to support new clubs
 - b. Not allowable coverage
 - i. Any funds benefiting only specific individual students in the group. For such requests, please email studentprograms@tinoptsa.org as there may be other options available for this scenario
 - ii. Apparel/merchandise funding
 - iii. Food for club meetings
 - iv. Event tickets funding
 - v. Club dues/fees
3. What is the Grant amount cap?
 - a. Each club can request up to a total amount of \$300 for the school year. The requests may be submitted in one or more requests as long as the total for the club does not exceed \$300.
4. What if the group needs more than \$300?
 - a. We are only supporting Grant requests of up to \$300 per group at this time.
5. What is the process for submitting the Grant application?
 - a. An officer of CHS group completes and submits the 2025-26 PTSA Student Grant Application Form located here: [Student Grant Application Request Form 2025-26](#). This officer will be the main point of contact.
 - b. The officer will ask the staff advisor responsible for the group to provide feedback/recommendation via an email. The staff advisor must review and evaluate the need for the request in light of the project or activity.
 - c. Once you receive the staff advisor feedback/recommendation, the officer will log into and attach the advisor's email and approval documentation into the last section [Student Grant Application Request Form 2024-25](#).
6. How will I find out if my Grant application has been approved?

- a. The Grant Committee will review the student grant application, make recommendations and submit it for approval at each month PTSA board or association meeting, refer to dates in the table below.
 - b. The PTSA Student Program VP will notify the applicants and the respective staff advisor/s if their proposal was approved or declined.
 - c. PTSA may publicize that the grant was given through various channels including the PTSA website, social media and email communications to the community. We will not be posting any pictures or videos of students without permission.
7. If my Grant is approved, when do I get the funds and from whom?
 - a. Once the grant is approved, any reimbursement must be submitted to the PTSA Treasurer by completing the [PTSA Reimbursement Form](#), printing out copies of receipts to support the reimbursement and placing the request in the PTSA mailbox located in the Front Office of the school. Please also email treasurer@tinoptsa.org & studentprograms@tinoptsa.org to advise that a request has been put in the mailbox. Items not received and billed to PTSA by June 6, 2025 will lose the PTSA funding as grants cannot be carried forward.
 - b. Actual receipts/invoices must be presented and may not exceed the amount granted. PTSA will only reimburse the actual amount spent. Any unused funds from the approved Grant will be released back to the PTSA. Any requests for the unused funds will have to be made as a new Grant application.
 - c. Reimbursement checks will be processed and provided by the PTSA Treasurer who will coordinate pickup with the officer.
 - d. PTSA is targeting to pay out all of the grants by June 30, 2025.
8. What happens if the funds have been approved, but are NO longer needed due to lack of funding, cancellation/s and/or other reasons?
 - a. Contact the PTSA Student Programs VP @ studentprograms@tinoptsa.org.

Timeline for Grant Requests

Deadline to Submit	Grant Committee Meeting to review/recommend	PTSA Meeting to approve	Comments
10/8/24	10/15/24	10/22/24	
11/5/24	11/12/24	11/19/24	
12/3/24	12/3/24	12/10/24	
1/14/25	1/21/25	1/28/25	
2/4/25	2/11/25**	2/25/25	**Meet at alternate date, in advance of Assn meeting (due to break)
3/11/25	3/18/25	3/25/25	

4/8/25	4/21/25**	4/22/25	**Meet at alternate date, in advance of Assn meeting (due to break)
5/13/25***	5/20/25	5/27/25	***Last date to submit

Questions? Please contact PTSA VP of Student Programs: studentprograms@tinoptsa.org