



FOPBSS Teacher Grant Guidelines

2025-26 School Year

FOPBSS supports the teachers and staff at Pacific Beach Middle School (PBMS) and Mission Bay High School (MBHS) with individualized grants. Teachers have the opportunity to request funding for materials and resources not paid for by the school district through this grant program. Previous grants have included classroom library books, science equipment, athletic and gym supplies, academic magazine subscriptions, life skills materials for special education classrooms, and more.

Who is eligible to apply for a grant?

- All teachers and staff at PBMS and MBHS are eligible to apply for a grant.
- One grant can be approved per teacher or staff member from the first day of school through March 1. If funds remain, teachers and staff may apply for a second grant after March 1.
- One grant per teacher or staff member may be approved in each round. Teachers may reapply with a new grant if the initial request is not approved.

How much is available?

- \$5,000 (PBMS) and \$8,000 (MBHS) have been allocated to this fund for the 2025-26 academic year. These amounts may change from year to year.
- Grants will be given (pending grant approval) on a first-come, first-served basis until the funds are exhausted. The requested amount may not be funded in full based on budget availability and board discretion.
- Grant money is not carried over from one school year to the next; if there are unused funds on the last day of school, they cannot be claimed the following year.

What is covered by the grant program?

- Supplies and activities that support learning, wellness, and productivity for students.



- Grants must pertain to activities in this academic year; prior and future-year requests will not be considered.
- All items that have been approved are the property of the school and must remain in the classroom if the teacher leaves the school. Items may remain with the teacher when transferring to a new classroom.

What is ***not covered*** by the grant program?

- Basic office supplies that are already provided by the school or district
- Class sets of books that are already approved and/or provided through the District
- Class sets of books for classroom libraries that are available through the IMC program
- Field trips
- Party supplies
- District curriculum and its consumables
- Conferences and professional development
- Home office furniture and equipment
- This is not an exclusive list. Items not listed here can be submitted for approval on a case-by-case basis.

Grant Process

1. Complete the [grant request form](#). Teachers and staff who submit the form by the first day of the month will have their grant reviewed at that month's FOPBSS meeting¹.
 - a. You must get prior approval from your principal before submitting this form.
 - b. If requesting a class set of books outside of the District's approved curriculum, please check with your librarian to see if the books can be ordered through the IMC system. If so, the grant may not be approved. (Individual books that supplement classroom libraries do not require this step.)
2. The FOPBSS Vice Presidents for PBMS and MBHS will review all grant requests and will discuss any questions or concerns with the principal before that month's FOPBSS meeting. If a grant does not meet the guidelines within this document, it will not be presented to the board.

¹ A list of FOPBSS meeting dates can be found [here](#). There is no meeting in December.



3. Grant requests will be distributed to the FOPBSS board for review before the meeting.
4. At the FOPBSS meeting:
 - The PBMS and MBHS principals will present their respective grants to the board at the meeting. A Q&A session for each grant will follow.
 - The Vice President for PBMS and MBHS will make a motion to approve or decline the grant (including the amount to be considered) to the board. The motion can be amended as discussed.
 - The board will vote on the motion.
5. The FOPBSS treasurer will notify the teacher or staff member of their grant request's status.
6. The teacher or staff member will have 30 days to submit a [reimbursement claim](#) to the FOPBSS treasurer. All claims must be submitted by May 1.

Advocating for FOPBSS

FOPBSS appreciates any advocacy our teachers and staff do on our behalf in order to raise awareness of this program and how it impacts our teachers, staff, schools, and students. The more our parents know about FOPBSS, the more likely we are to receive their donations (which enables us to give more to our teachers and schools). Please consider the following:

- Mention FOPBSS in your back-to-school night and/or open house presentations.
- Send a photo of your granted item/resource/program to our social media coordinator at FOPBSS.socialmedia@gmail.com so that we may share it with our parent community.

More information and all relevant forms can be found on the [FOPBSS website](#). Contact the FOPBSS vice presidents for PBMS or MBHS if you have questions.

We hope this program is beneficial for all teachers and staff. Best wishes from FOPBSS!

Last updated: January 19, 2026 to clarify class sets of books policy.