



HP PTSA Grants Submission Guidelines:

The goal of Harvest Park PTSA is to bring the staff, parents, and students together to improve and enhance our students' learning experience.

Harvest Park PTSA will focus on the following areas when assessing funding proposals: Community Concerns, Education, Family Engagement, Health and Safety, District LCAP, and Advocacy. More information regarding the California PTA and its mission and goals can be found at <https://capta.org/focus-areas/>.

What can grants fund?

The project for which an applicant is seeking grant funds must promote the purposes of the HP PTSA, be relevant to the HP PTSA's goals, and have been approved by a vote of the general membership. HP PTSA members must be committed to following through with the stated goals of the program. The project should be one that will not commit to the participation of succeeding HP PTSA boards.

Who can apply?

Any Harvest Park PTSA member: a Harvest Park teacher, committee/club leader, administrator, staff member, student, or parent is welcome to apply. **Applicants must be a PTSA member** (to pay for membership, put a check in the PTSA mailbox at Harvest Park or pay via Future Fund [here](#)).

Grant Process

- Complete and submit the attached grant proposal form. All projects, materials, and costs must be clearly stated on the application.
- Once a grant is approved, grant recipients must submit receipts for reimbursement to the treasurer of the PTSA within 45 days and no later than the end of the current school year. After June 30th, the unused money will roll into the following year's pool of grant money unless grant recipients submit a special request to the PTSA to extend the deadline.
- Grant money will only be disbursed for expenses outlined on an approved grant application(s).
- Items purchased with PTSA funds will remain at Harvest Park or returned to the PTSA unless the PTSA board approves other arrangements.
- Grants are not for funding things that should be supplied by the school district and grants cannot pay for transportation.

Please [submit the application](#) and contact ptsagrants@harvestparkpta.org for any additional questions.