



FOPBSS Teacher Grant Guidelines

Version 1: 2024-25 (partial) 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 2024-25 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 diminished. 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 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
- Field trips
- Party supplies
- 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. You must get prior approval from your principal before submitting this form.
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.
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.

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



- 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.

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

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