



FOPBSS Teacher and Staff Grant Guidelines

2026-27 School Year

FOPBSS supports the teachers and staff at Pacific Beach Middle School (PBMS) and Mission Bay High School (MBHS) with individualized grants. Teachers can request funding through this grant program for materials and resources not covered by the school district. 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.
- Teachers may apply for a different grant if the original request is not approved.
- Departments that have their own line item in the FOPBSS budget must exhaust those funds before applying for this grant program.

How much is available?

- \$4,000 (PBMS) and \$6,000 (MBHS) have been allocated to this fund for the 2026-27 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 student learning, wellness, and productivity.



- Grants must pertain to activities in this academic year; prior and future-year requests will not be considered.
- All items purchased through the grant program 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.
- Requests greater than \$1,000 must be presented in person at a FOPBSS meeting by the teacher or staff member making the request or by the PBMS/MBHS teacher rep on the FOPBSS board. The FOPBSS VP for PBMS/MBHS will facilitate this process with the requestor as needed.

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

- District curriculum and its consumables, such as single-use or multi-use, expendable learning materials purchased for student application.
- 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, which are available in good condition through the district's [IMC program](#). Contact the MBHS librarian for more information.
- Field trips
- Party supplies
- 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 meeting.¹)
 - 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

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



- 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 the next FOPBSS meeting. If a grant does not meet the guidelines within this document, it will not be presented to the board. The Vice President for PBMS and MBHS will notify the teacher or staff member of their grant's status throughout the process.
 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.
 - A FOPBSS Board Member 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 Vice President for PBMS and MBHS will notify the teacher or staff member of their grant decision and include the next steps for reimbursement (as appropriate).
 6. The teacher or staff member will have 30 days to submit a [reimbursement claim](#) to the FOPBSS treasurer after purchasing the approved item(s). All claims must be submitted by May 1.

Advocating for FOPBSS

FOPBSS appreciates any advocacy our teachers and staff do to raise awareness of our parent-teacher organization and to endorse how it positively impacts our teachers, staff, schools, and students. The more 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 grant item/resource/program to our social media coordinator at FOPBSS.socialmedia@gmail.com so that we may share it with our parent community.

What is the Giving Tree Program?



The Giving Tree is a similar but separate program from the FOPBSS Teacher and Staff Grants. The Giving Tree is part of our annual spring gala event and is not subject to the same requirements or process described here. Teachers and staff are invited to request funding for classroom items or programs up to a certain dollar amount. Gala attendees are encouraged to sponsor those requests directly. These items are not paid for through the FOPBSS grant program; they are paid for directly by parents. If an item is not sponsored by a parent at the event, it is not guaranteed that FOPBSS will pay for it afterward.

More Information

More information and all relevant forms are available on the [FOPBSS website](http://www.fopbss.org). 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: August 4, 2026.