



GALILEO ACADEMY OF SCIENCE AND TECHNOLOGY PTSA

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ENRICHMENT GRANTS FUNDING GUIDELINES

Funding Criteria

- Program/project should benefit as many Galileo students as possible/practical
- Applicants (faculty, coaches, administrators, students) must be current members of the Galileo PTSA
- Projects should afford access to all students regardless of ability to pay, in compliance with laws governing disabled access, and provide proper adult supervision.
- Special consideration for programs/projects that contribute to and/or promote equity, diversity, and inclusion.

Items/Programs Not Funded

- Reimbursement for a purchase already made
- Any portion of salaries
- Continuing education or board certification expenses
- Any form of transportation (including but not limited to rental car, airfare, and motor bus)
- Hardware
- Any kind of personal gifts or gift cards (including gifts for baby showers, bereavement, retirement, or birthdays)

Use of Grant Funds

- Grant funding may only be used for items specified on the original grant request with no substitutions.
- Money awarded must be used **within two months** of receiving the award, unless otherwise authorized by the Grants Committee. Unused funds after this period will be returned to the PTSA.
- The PTSA community is interested in the outcome of your program/project. Within 30 days of project completion, we request that the applicant send us a brief summary describing the results of the program/project and photos, if applicable. Failure to do so may affect future grant decisions.

Important Information

- Applicants should explore a variety of funding sources, such as your own department, the Galileo Alumni Association, School Site Council, the SFUSD, and parent/student/team fundraising activities.
- Faculty must have applications co-signed by their department chair. Coaches must have applications co-signed by their athletic director. Department chairs and the athletic director must have applications cosigned by the Principal or Assistant Principal. Administrators must have applications co-signed by the Principal. Student organizations must have applications cosigned by a faculty sponsor or administrator
- Please thoroughly complete the application including specific information on expenses and vendors.
- PTSA grant award decisions will be announced in every General Meeting.

**Questions may be directed to Ann Hsu, PTSA President at
president@galileoptsa.org**