

# **STELLER SECONDARY SCHOOL GRANT PROGRAM** **GUIDELINES**

## General

The Steller Secondary Grant Program was established to encourage students to add to the Steller experience while participating in school during the school year, to make Steller a better place for the community and to directly benefit all who attend.

## Specific

- Does the project make Steller a better place for most everyone?
- Does the project increase the visibility of Steller within the larger community?
- Does the project reflect our values of learning through experience?
- Will the project directly benefit a large group of people, i.e. an entire class or the whole school?
  
- The recipient must demonstrate the commitment and willingness to see the project through to completion or refund the money.
- Provide description and photo/video for website by designated date.
- Funds must be used during the school year or as directed by the funding group.

## **STELLER SECONDARY SCHOOL GRANT COMMITTEE STRUCTURE & PROCESS**

Requests for funding of more than \$500.00\* shall be proposed to the Grant Committee (GC). Information about the current Grant Committee can be obtained from the Steller Secondary School office.

The members of the GC shall be:

1. TWO (or more but not more than 5 total) students selected by Op Group
2. TWO teachers or staff members selected by the staff
3. TWO parents selected by the Parent Group at the September Parent Group meeting

Meeting of the GC:

1. GC meetings will be held immediately after school to help facilitate student participation.
2. The GC shall meet and vote on proposals within 48 hours of hearing the proposal at a GC meeting.

The term for all members is one year; a member may serve multiple terms.

The Chairperson will be a current Steller parent. The Chairperson will be responsible for communicating meeting dates, deadlines and all notices (i.e. posting to the website, advisory and Op Group announcements) as well as communicating with their committee members.

The Grant Committee shall perform no less than the following duties:

1. Notice of Meeting to hear the proposed requests will be made at least two-weeks prior to the date of the meeting. This notice shall include information on the date of the meeting and the total amount of funds available (information provided by Parent Group). Notice will be part of Advisory Group announcements, the website and Op Group.
2. Results of the GC determination will be announced in Op Group and reported in Parent Group to become part of the minutes of Parent Group, which are then posted to the website.

Forms can be found in the Steller Secondary School office.

\*Requests for funding of less than \$500 shall be proposed at a regularly scheduled Parent Group meeting.

## **STELLER SECONDARY SCHOOL GRANT PROGRAM** **PREPARATION & PRESENTATION**

1. If the funding request is \$500 or more the request shall be made at a Grant Committee meeting. Watch for Grant Committee meeting announcements through the Steller Flash email updates.
2. If the funding request is \$500 or less the request shall be made at a regularly scheduled Parent Group meeting.

Always consider requesting funds from multiple sources. If this is a student driven proposal the parents should assist in helping to finance the project when appropriate, please note the amount of their contribution on the application as well.

IMPORTANT: all awards are provided on a reimbursable basis. You will have to purchase the item yourself and Parent Group will write a check to cover the costs after submittal of the purchase receipt(s).

### Preparation

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- Consider your options for funding and be prepared to discuss the options you considered.
- Be clear about what your project requires and describe in detail your specific needs.
- Make a list of items that you will need. Identify anything that will cost money and whether or not you've secured money for any the items.
- Research the cost of all items and be prepared to identify the various places you compared pricing, where you will purchase your items, the exact cost of the items and when the cost was identified (i.e. the date you priced your item(s)).
- Consider how your project might impact/benefit the Steller Community. Projects that can demonstrate a broader impact are more likely to be funded than a project that affects a single student.
- Obtain a Funding Request Form from the Steller Secondary School office and fill it out completely. The student, a parent/guardian and a teacher/advisor are all required to sign the form before it is submitted for consideration.
- You shall make it known to the Chairperson of Parent Group or the Grant Committee that you plan to present your request at their next meeting. Your teacher/advisor will be able to help you find contact information for the Chairperson. Conversations with the Chairperson ahead of time can help to guide your presentation. These people are here to help you be successful!
- Parent Group is able to receive requests during regularly scheduled meetings. Requests made in-between meetings will be formally added to the agenda and taken up during the next regularly scheduled meeting. Your personal attendance and presentation at the meeting is required. If you **absolutely** cannot come in person, you may send an alternate in your place to make your request for you. Your alternate should be prepared to present the request just as you would be doing it yourself.
- Parent Group schedules funding requests at the top of the agenda so students don't have to sit through the entire meeting. Be prepared to present when you arrive, on time, to the Parent Group meeting.

- Consider doing a demonstration of your project. For example, a student is requesting money to purchase electronic equipment in order to teach an electronic music production class; examples of electronic music and how someone makes it would be an acceptable demonstration.

### Presentation

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- Your presentation should not take more than 5 minutes.
- Provide an overview of what you are doing and why you need the funds.
- What items will you purchase with the requested funds? How much does each item cost?
- TOTAL amount of funds requested.
- Consider a demonstration, if appropriate.

After your presentation members from the Parent Group or the Grant Committee may ask a lot of questions. Why? Because they're interested in what you're doing and they want to know that you've done your research and are committed to the concept that you're presenting. If you do not know the answer to a question, respond by suggesting that you will find the answer and get back to the group.

During a Parent Group meeting the discussion on whether to fund your project will happen when you aren't present, i.e. you will be asked to leave the room after your presentation so Parent Group can deliberate on a decision. If you choose to wait in the hallway a parent representative will let you know when the decision is made and you can reenter the room. If you choose to leave the premises a parent representative will contact you via phone or email to convey the decision.

The Grant Committee will deliberate on their decision to approve or reject your proposal in private as well. The Grant Committee may take up to 48 hours to come to a decision. The Chairperson of the Grant Committee will contact you via phone or email to convey the decision.

**If the project is approved the treasurer from Parent Group will write a check to you as reimbursement of the items you purchased.**

**It is absolutely necessary for you to submit your paid receipts and submit them in order to obtain reimbursement.  
No other item of verification will be accepted.**

# STELLER SECONDARY SCHOOL GRANT PROGRAM FUNDING REQUEST

Date Submitted: \_\_\_\_\_

Date Presented to Committee: \_\_\_\_\_

Contact Name	
Phone #	
Email Address	

Submitted by:      Student(s)                       Parent(s)                       Staff or Principal

Total funding request:	To be funded by: Less than \$500 = Parent Group <input type="checkbox"/> More than \$500 = Grant Committee <input type="checkbox"/>	Check to be made out to:
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Have you secured other funds? Please note the source and amounts here:

Describe in detail what the funds will be used for (additional sheets may be added):

Include copies of your budget, estimates, plans, drawings, blueprints, materials list, etc.

In what other ways are you seeking funding for this project or activity?

How would the Steller Community benefit from this project or activity?

How will you inform the Steller Community of your results?

Which Steller Community member(s) support this project or activity?

**IMPORTANT NOTICE TO ALL APPLICANTS**

Before this application for funding can be approved, it is required that you complete the front of this application (page 1) **and** sign the agreement below.

I, \_\_\_\_\_, agree to use the approved funds solely for the project or activity as described on the Funding Request, including any additional pages. If the project or activity is not completed by \_\_\_/\_\_\_/\_\_\_\_\_ I agree to return the awarded funds in full. I agree to provide a description and photo for the Steller Secondary School website by \_\_\_/\_\_\_/\_\_\_\_\_ to demonstrate how the funds which I requested were used.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For use by Parent Group or the Grant Committee**

APPROVED

REJECTED

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check#: \_\_\_\_\_ Amount: \_\_\_\_\_

Date paid: \_\_\_\_\_ Initials: \_\_\_\_\_