

Point Grey Mini School Parents Association (PGMSPA) Funding Request Form

The Point Grey Mini School Parents Association (PGMSPA) is funded through donations from parents and also from fundraising activities held throughout the year. These activities include the annual Wine and Cheese and silent auction and direct donations from Mini parents.

This funding is open to Mini teachers and staff members, parents, and student clubs or initiatives. Preference will be given to requests that benefit the greatest number of students, and also those that are not likely to be funded by the Vancouver School Board.

The PGMSPA Constitution contains two specific provisions creating overlap with the entire school community:

- ***To supply personnel funds and materials to enable the Point Grey Mini School to provide an enriched academic program supplementary to Provincial and School Board provision***
- ***To acquire and maintain capital items which support the programs of the Point Grey Mini School***

Some previously successful funding requests have included:

- Ms. Dimas: Supplies for stained glass window project - \$115
- Ms. Shioya (Mini parent): Supplies for Mini Maskmakers COVID-19 project to make face masks for community organizations - \$247
- Co-sharing of guest speakers and presentations with main school
- Co-sharing of large capital requests made by school administration to renew computers and sound equipment

If the PGMSPA is financially able, it will continue to consider funding requests following the guidelines below:

- There will be 3 funding request deadlines (November 1st, February 1st, and April 1st) during the school year, and they are subject to Part IV (Proceedings at General Meetings) of the PGMSPA Constitution.
- Emergency requests for funding that fall outside these deadlines may still be submitted with a brief explanation of why the request can't wait until the next funding deadline.
- All funding request forms must be submitted by email to: PGMSPA-funding@pgmini.org.

Funding Requests will be discussed and voted on at the PGMSPA General Meetings in November, February, and April. Approved applications will be decided only if PGMSPA meeting quorum (15 or greater) is achieved. If voting is tied, the PGMSPA Chairperson does not have a casting vote and the funding request shall not be passed.

If your funding request is successful, you will receive reimbursement within 30 days of the project completion or purchase. Please email all receipts and descriptions if needed to the PGMSPA treasurer at PGMSPA-treasurer@pgmini.org

Summary of PGMSPA Funding Request Approval Process

1. Please submit your funding request by email to: PGMSPA-funding@pgmini.org.
2. PGMSPA Enrichment Member will acknowledge email and bring the request forward
3. PGMSPA members will receive a summary of the requests prior to the meeting
4. PGMSPA to discuss and vote keeping in mind its current fiscal state and the merit of the request
5. Successful funding decisions will be recorded in the PGMSPA meeting notes and distributed to members
6. Successful applicants will be notified, and details will be finalized