

MoundsPark

A C A D E M Y

Procedure for Review of Applications for and Award of the MPA Parents Association Microfunding of Student Organizations/Clubs & Classrooms

The Parents Association administers a microfunding program for projects which support the education and enrichment of the students of Mounds Park Academy. The program is intended to provide for projects/items to help strengthen the MPA student community and enhance or expand current activities of a student organization/club or classroom. The program is available to all MPA student organizations/clubs and classrooms.

The available academic year funding is predetermined by the Board of the Parents Association budget and is adjusted based upon availability of funding. A designated Coordinator of Microfunding of Student Organizations/Clubs & Classrooms is appointed by the Board of the Parents Association. It is not a requirement to have the Coordinator be a member of the Board.

Responsibilities of the Coordinator:

1. Determine the academic year total funds for the project awards.
2. Coordinate decision of the project awards in concert with the overall mission of the Parents Association.
3. Distribute the applications to MPA student organizations/clubs and classrooms.
4. Collect the submitted applications; send notification of the receipt of the application to the applicants.
5. Send copies of the project applications, with recommendations, to the PA Board.

Review of the applications:

1. The initial review is conducted by the Coordinator.
2. The review follows the guidelines for the scope and content of the application and how it pertains to the PA's overall mission.
3. The review has a recommendation for level of microfunding.
4. The PA Board will be assisted by input from the MPA administration in making a final determination of the microfunding awarded.
5. When there is a conflict of interest between the Coordinator or any member of the PA Board and an applicant, the member acknowledges the conflict and may choose to be excused from discussion and voting of the application. Approval is by majority vote. The timing for review shall be as they are received, as predetermined by the Board of the PA.

Announcement of award:

1. The announcement of the microfunding award will be via Panther Post, at a meeting of the Parents Association or at another venue where the recipient student organization/club or teacher of the classroom is present.
2. The award is made by the Coordinator or his/her designee.