

St. Dennis HSA Project Funding Approval Process

Periodically the HSA, through the efforts of its dedicated and hardworking parent members accumulates surplus funds that can be utilized to enhance the mission of St. Dennis Catholic School. To ensure these hard-earned funds are spent on the best opportunities and in the most efficient manner with input from as many members as possible, the HSA utilizes the following 5 step process:

1. Completion of the HAS Initial Grant Proposal Application and submission to the Grant Coordinator. This step can be initiated by any HSA stakeholder including a parent, teacher, school administrator, priest or parish member.
2. Review; including discussions, collaboration, investigation, and any other means necessary by the Grant Coordinator to better understand the proposal. The Grant Coordinator's responsibility is to fully understand the proposal, its impact on the school, the cost of the project and to ensure all information regarding the proposal is documented to assist the HSA Board in making an informed decision on the proposal.
3. Discussion at a regularly scheduled HSA meeting. This step ensures that all members have an opportunity to voice their support or concerns and ask questions regarding the proposal. An applicant may be asked to be present, if possible, at this meeting
4. Final revisions to the proposal if needed. Through discussions and research new information, additional clarifications and/or changes to the proposal may arise. The proposal will be edited to ensure accuracy when the proposal voted for approval.
5. The HSA Board votes on the proposal.

The 5 step process above is designed to assist the HSA in making the best decision for the school while creating an opportunity for active participation by all members in the decision making process.

Please note; The St. Dennis School Giving Tree may be a Grant Applicant's best option for funding. Depending on the project, a portion of the proposal may be added to the monthly giving tree, while another portion may be approved by the HSA Board in the form of a grant. It is the job of the HSA Grant Coordinator and Giving Tree Coordinator to guide an applicant towards the most likely method of funding.