



PA Student Grant Programme

Student Guidelines

Have an idea that could make a difference at BISB?

The PA Student Grant Programme gives students the opportunity to apply for funding to turn their ideas into projects or initiatives that can enhance the educational experience and wellbeing of students.

We want to hear your ideas!

What kind of ideas can I apply for?

- Make a positive difference to students
- Improve the school experience
- Support student wellbeing
- Provide a new learning or educational opportunity
- Benefit a group of students or the wider school community
- Be realistic and achievable

You don't have to have everything figured out before you apply. Tell us about your idea and how you think it could make a difference.

What do I need to do?

Complete the PA Student Grant Application Form and provide any supporting information needed. You can download the application form from our website at <https://bisbpa.org/student-grant-programme/>

Before submitting, take a moment to check that you have answered all the questions and included your budget.

- 1. What is your idea?** — Tell us what you would like to do and what the project would involve.
- 2. Why does it matter?** — Explain why you think your idea would be valuable to students or the BISB community.
- 3. Who will benefit?** — Tell us which students or groups of students could benefit from your project.
- 4. How will you make it happen?** — Give us an idea of how you would put your project into action.
- 5. What will the money be used for?** — Provide a clear and realistic budget showing what you would like the grant funding to pay for.

✓ Teacher and School Approval

Before you submit your application, talk to a teacher about your idea. Your teacher should support your project and approve your application. You will also need approval from the appropriate school leader — the **Head of Lower School, Head of High School, or Head of School**.

Submit your application

Once you have completed your application, and you have received teacher and school approval, submit it electronically to the PA via our dedicated [Student Grant Programme page](#) on our website, or via email to parent.association@bisboston.org. Make sure you include any supporting information or documents needed.

What happens after I submit my application?

Step 1 — We check your application

The PA Student Grant Committee will check that your application is complete and that your project fits within the Student Grant Programme guidelines. If information is missing, the PA will contact you and give you an opportunity to provide it.

Step 2 — Your application is reviewed

Your application will be shared with the PA Executive Board for review. The Board will consider how your idea benefits students, its educational value, how many students could benefit, whether the project is realistic, whether your budget makes sense, whether funds are available, and whether the project could have a lasting impact. Your application will be treated confidentially.

Step 3 — You may be invited to an interview

You and your supporting teacher may be invited to meet with members of the Student Grant Committee. This is your opportunity to talk about your idea, explain anything that wasn't clear in your application, and answer questions. We'll share the questions with you ahead of the interview so you have time to prepare.

Step 4 — A decision is made

Following the interview and review, the Student Grant Committee will make a recommendation to the PA Executive Board. The Executive Board will make the final decision. All applications will be carefully considered based on the programme criteria, however please be aware we may not be able to support every project.

 Approved Your project is approved and funding is provided.	 Approved with conditions Your project is approved, but there may be conditions or changes to the funding.
 More information requested The Board may need additional information before making a decision.	 Declined The application is not approved.

If my project is approved

The PA will contact you with the outcome. You will be told the funding amount and any conditions or reporting requirements.

The PA Treasurer will work with you on the arrangements for accessing the funding. You may need to provide receipts or other supporting information relating to how the funding is spent.

Once your project gets started

During or after your project, you may be asked to provide a short update explaining:

- How your project is progressing
- How the funding has benefited students
- What you achieved
- Photos or examples of the project, where appropriate
- Details of how the money was spent, if requested

You may also be invited to share your project with the PA Executive Board or have your project featured in the PA Newsletter.

Tips for a great application

Be clear — Explain your idea so that someone who knows nothing about it can understand it.

Think about the impact — Who will benefit and how?

Be realistic — Make sure your idea can actually be achieved.

Plan your budget — Explain what you need the money for and make sure your costs are realistic.

Show your enthusiasm — We want to understand why this idea matters to you!

Ask for help — Talk to your supporting teacher if you need help developing your idea or completing your application.