



Atlantic Community High School PTSA
2455 West Atlantic Avenue
Delray Beach, FL 33445
AtlanticHighPTSA@gmail.com
AtlanticHighPTSA.org

Mrs. Sandra Edwards, Principal

Atlantic High PTSA Grant Guidelines: 2026-2027

The Atlantic High PTSA is pleased to provide funds to Atlantic Community High School for select projects that support Atlantic High's purpose of serving the educational needs of the community and its students, and the school's mission of enabling all students to become positive and productive citizens and members of a global society.

To be considered for PTSA grant funds for the 2026-2027 school year, please complete and return the online PTSA Grant Request Form between September 14 and October 30, 2026 for the Fall window or between January 11 and February 26, 2027 for the Spring window.

The PTSA Board will review and approve grant applications on a first-come, first-served basis during each grant period. Once grants have been approved and/or all funds are designated, no additional grant requests will be reviewed.

Application Process

PLEASE REVIEW ALL FIVE STEPS BELOW.

STEP 1: All grant applicants must be a current Atlantic Community High School PTSA member prior to submitting a completed grant application.

PTSA memberships expire on June 30 of each school year, so make sure you have signed up for membership in the current school year. If you are not a member, sign up at www.atlantichighptsa.org.

STEP 2: Grant funds are intended to cover costs that are not funded by existing budgetary allotments or dedicated funds. Please explore all other possible funding options, including speaking to your department head or principal (for classroom supplies), SAC, sponsorships, grants, and fundraising. PTSA grants are intended to fill the gaps where other funding leaves off.

STEP 3: Complete a PTSA Grant Request Form online at www.atlantichighptsa.org during the submission period and submit to PTSA. Include supporting documents such as images, pictures, description of requested items. Additional reasons or background will help the PTSA Board when reviewing requests.



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STEP 4: You will be notified by email if your grant has been approved no later than November 20, 2026 for Fall and by March 12, 2027 for Spring.

STEP 5: If your grant is approved, please submit a short write-up and photos or video that shows how your grant benefited Atlantic Community High School. PTSA will share these submissions on our social media accounts and in our newsletters. **All recipients of PTSA funding must submit their short write-up, photos or video to AtlanticHighPTSA@gmail.com within two months of receiving funds.**

ABOUT PTSA GRANTS

Grants will:

- Relate to Atlantic Community High School PTSA's mission to support Atlantic High students, teachers, staff and families.
- Relate to an opportunity that is available to a significant number of students
- Provide a benefit otherwise not funded by Palm Beach County Schools or other funds

PTSA grants may be used to fund the following:

- School-wide programs and events
- Reusable classroom/lab supplies and equipment
- Publications and learning materials
- Instructional DVDs, software
- Financial assistance for Atlantic High clubs, not exceeding the amount the group has fundraised on their own.

PTSA's preference is to fund sustainable projects. If you seek funding for consumable or one-time use items, please provide your plan for future funding of replacement supplies/items.

We will consider funding field trip travel expenses. However, PTSA's contribution will not exceed the amount that the teacher/staff/group fundraises on their own. We also ask participating students to present a recap of their trip at a future PTSA meeting.



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PTSA grants may not be used to fund the following:

- Items that are funded by other sources
- Clothing (i.e. T-shirts)
- School athletics

Grant Disbursement

- **PTSA will write checks ONLY to Atlantic High school accounts or will provide reimbursement to a teacher or staff member purchasing requested supplies with grant funds.** Teachers or staff members seeking reimbursement for grant funded expenditures must provide all receipts for purchase when seeking reimbursement.
- **Per Florida PTA policy, Atlantic High PTSA will not reimburse for purchases without proper receipts and reimbursement forms.**
- Make sure to include shipping charges (if applicable) when you submit the grant application. The PTSA will only be able to disburse up to the amount shown on your original grant application.
- **Grant money must be used in the same school calendar year or within two months from the approved date,** whichever time period is longer. Funding cannot be held over to the following school year.
- Any materials purchased with PTSA grant funds become and remain the property of Atlantic Community High School.

We look forward to reviewing your interesting and creative applications and supporting the entire Atlantic High community! If you have any questions, please email AtlanticHighPTSA@gmail.com.