

## CAPA Funding Guidelines & Process – March 2011

These guidelines have been drafted incorporating input from many parents in the CAPA community with students past and present across all art forms and in collaboration with the fine arts faculty at WHS.

### General Guidelines

In support of our mission, the following are guidelines for allocation of funds / funding requests:

- CAPA expenditures support students and teachers in the WHS Fine Arts Department.
- CAPA funds should be fairly distributed across all disciplines (band, choral groups, orchestra, theater arts, dance and the visual arts) over time.
- CAPA supports creative initiatives / beyond-the-curriculum programs.
- CAPA funds should benefit as many students as possible.
- CAPA supports items that are outside the regular school operating budget; however, from time to time, CAPA will consider supporting items within the school operating budget.

### Funding Grants/Special Projects - Process

CAPA membership votes allocating funds for teacher proposals will take place at the October and May meetings. The process is as follows:

- **Grant Review Sub-Committee:** A parent volunteer sub-committee will be formed in the spring for the following year. It is understood that no employees of the WHS Fine Arts Department will be members of the sub-committee. The sub-committee's task will be to work with teachers to understand each proposal, to rank them using CAPA's funding guidelines, to provide an opportunity for feedback from parents, and to prepare a recommendation for CAPA membership about which projects/proposals to fund. The sub-committee will maintain a recorded history of grants awarded (amount and purpose).
- **Fall:** Teachers submit proposals by Sept. 15. Sub-committee meets with teachers after that date but before the October CAPA meeting to discuss proposals/ask questions, etc. Sub-committee then meets without teachers to discuss the proposals, rank them and vote on them using the funding guidelines, and subsequently present its recommendation at the October CAPA meeting. CAPA membership will vote on awarding funds with a closed ballot at the October meeting.
- **Spring:** At the April CAPA meeting, the treasurer presents a budget update and reports on any remaining funds that could be used for additional grants/projects. The treasurer recommends transfer of these remaining funds to grant funding in the budget, then alerts sub-committee. Proposal process is carried out as outlined above for the fall, with teachers submitting proposals by April 15 for consideration, and culminating in a CAPA membership vote at the May meeting.