

SPARTA FUND

Frequently Asked Questions (FAQs)

Should I put the total amount cost even if I'm only asking Sparta Fund to pay a portion of the expense?

Yes. The Sparta Fund needs all information relevant to the request, including the full cost of the item and the sources from which funds will be received.

Why is the last submission date two months before the end of the school year?

There are two reasons for the March submission deadline. First, if you are requesting something that must be ordered through the SBISD procurement system, those orders must be made before mid-April because SBISD closes down procurement orders in mid-April until long after the PTSA's fiscal year ends. Second, the PTSA's books must be closed out and checks cashed prior to our fiscal year end.

I really need more than I put in my application, but I feel like it's too much to ask for the whole amount. What should I do?

It's never too much to ask. The worst that can happen is that your request will be denied. When considering requests for support, the Sparta Fund Committee will determine whether it can approve the entire request or some lesser alternative. If you do not ask for all that you need, they are unable to award you all that you need. For example, if in a best-case scenario, you need 25 new laptop computers, ask for 25 laptop computers. The Committee may not be able to fund all 25, but they may be able to fund 15 laptops. If you decided to only ask for 12 laptops because you were concerned about asking for more, then you would get 3 less laptops than you would have otherwise.

I missed the deadline the most recent committee meeting, but I need the money prior to the next meeting. What should I do?

Go to the Sparta Fund webpage and follow the procedure for the emergency requests.

Do I have to pay for the items and then seek reimbursement?

It depends. When possible, items that are not required to be ordered through SBISD will be ordered and paid for by the PTSA. If you would like to order them yourself and seek reimbursement, please be aware that the PTSA cannot pay taxes on any purchases. There may be some circumstances in which the Sparta Fund Committee will ask you to purchase the item and seek reimbursement.

Will the Sparta Fund pay for travel expenses?

If the Sparta Fund committee approves a request that includes *non-refundable* travel expenses such as airfare or conference fees, the Committee Chair will contact you to discuss payment and may require that the individual requesting the funds pay for the expenses, which will then be reimbursed by the PTSA. Handling travel expense payments will be handled a case-by-case basis.

I don't need the funds until April. When should I apply?

Immediately. It is never too early to apply for Sparta Fund Support. Sparta Fund distributions are ongoing. To ensure that your application is not submitted when the budget is at or near depletion, get your request in early.

I want to ask for Sparta Fund support for an item that will not arrive during this school year, which means I will not be able to use it until next year. Should I wait until next year to ask for Sparta Fund support?

No. Submit your Sparta Fund application as soon as you have the need. The Sparta Fund budget may have funds to support your request this year, but may not have funds for your request the next fiscal year.

I'm not sure whether the Sparta Fund is meant for the type of item I need?

Go ahead and make your request. The committee will determine whether your item meets the standards for Sparta Fund expenditures.