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6401 Linda Vista Road, Annex A San Diego, CA 92111-7319 (858) 268-8077 Fax (858) 268-8017 office@ninthdistrictpta.org

August 30, 2016

Ninth District PTA Program Grants 2016-2017

Ninth District PTA is offering Program Grants to unit and council PTAs in good standing to develop and implement programs and projects that support the PTA mission statement and goals.

Grants are available for programs in the following areas at the unit and council levels: health and welfare, parent and student education, and parent and student involvement.

Individual grant awards will not exceed \$800. Ninth District PTA grants are a ***onetime funding source***.

All requested paperwork must be completed and included for an application to be considered. The unit president must sign unit application. The council president must sign council application. The PTA applying for the grant must have association approval of the program.

Applications must be received in the Ninth District PTA office by noon on Tuesday, October 18, 2016. Postmarks will not be accepted. Applications may be hand delivered, electronically submitted, or mailed via USPS to the Ninth District PTA office; facsimiles (FAX) will not be accepted.

Applications will not be considered if received after the deadline.

Grant funds must be spent by June 1, 2017. A report detailing the project's goals and objectives, an evaluation of the outcomes and a budget of actual expenditures must be submitted to Ninth District PTA no later than June 1, 2017. Any funds not used for the purposes stated on the original grant application must be returned along with the report to Ninth District PTA.

The Ninth District PTA Grant Committee selects grant recipients. The decisions of the committee are final. All applicants will be notified of their standing by letter and a check will be sent to each grant award recipient. Grant recipients names will be included in the Ninth District PTA Annual Meeting/Founder's Day program.

Criteria

- Your PTA/PTSA must be in good standing with your council and district;
 - Membership dues and insurance must be paid by the grant application deadline;
- The PTA applying for the grant must sponsor the programs and projects;
- Only one ***completed*** application will be accepted from each unit;
- No payment of salaries or purchase of equipment will be considered;
- No grants will be awarded for Grad Night or Disaster Preparedness materials;
- Honorariums for program speakers may be listed as grant expenses;
- New and innovative programs and financial need will be given strong consideration by the committee;
- Expanding and improving existing programs will be considered.



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2016/2017 Grant Application

All applications must be received in the Ninth District PTA office by noon October 18, 2016

The following items must be included in the application packet:

- End of the year audit (June 2016) and end of the year financial report (2015 - 2016)
Immediate last two month's treasurer's reports
2016-2017 PTA/PTSA budget
Completed Grant Application including: Responses to questions 1-7 no more than three pages in length; please do not bind.

Unit Name _____

Council Name _____

School Address _____

PTA/PTSA President's Name _____

Contact Person _____ Name PTA position

Telephone Number _____

Email Address _____

Grant Amount Requested \$ _____ (\$800. maximum)

Has your unit/council forwarded first payment of membership dues for 2016 - 2017? [] YES [] NO

Has your unit/council paid PTA Insurance for 2016 - 2017? [] YES [] NO

Has your unit/council attended State Convention or Summer Leadership? [] YES [] NO

Is this a new program? [] YES [] NO

PTA/PTSA executive board or association approved this project/program on _____ Date

PTA/PTSA unit/council approved this project/program on _____ Date

Program Title: _____ Date Program Scheduled _____

Unit OR Council President signature: _____

Please respond to the following seven questions (on no more than three pages):

- 1. Describe the program or project and its purpose, including planned activities.
2. How will this program benefit children and the school community?
3. How will PTA/PTSA members be involved in the program?
4. How will the school staff be involved in the program?
5. If Ninth District PTA is unable to award full funding, how will you implement this program?
6. Describe other funding for the program.
7. Estimated expenses - list all costs that are needed to implement the program.