**Ninth District PTA Program Grants**

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 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.

Ninth District PTA grants are a one-time funding source and individual grant awards will not exceed $800.

**Applicants must submit all requested paperwork**, completed and included, for an application to be considered. The unit president must sign that unit's application, and the council president must sign that council's application. The PTA applying for the grant must have association approval of the program.

Units or councils must submit grant applications to the Ninth District PTA office by noon on Tuesday, October 16, 2018. Postmarks will not be accepted. Applications may be hand delivered, electronically submitted via email to office@ninthdistrictpta.org, online at <https://www.surveymonkey.com/r/D98Y82K>, or mailed via USPS to the Ninth District PTA office; facsimiles (FAX) will not be accepted. Ninth District PTA will not consider applications received after the deadline.

Grant recipients must do the following:

* expend grant funds by June 1, 2019;
* submit by June 1, 2019, to Ninth District PTA a report detailing the project’s goals and objectives, an evaluation of the outcomes and a budget of actual expenditures; and
* return to Ninth District PTA any funds not used for the purposes stated in the original grant application,

The Ninth District PTA Grant Committee will select grant recipients, and decisions of the committee are final. Ninth District PTA will notify applicants 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 Ninth District PTA; i.e., membership dues and insurance must be paid by the grant application deadline, and state/federal filings must be up to date;
* The PTA applying for the grant must sponsor the programs and projects;
* Only one completed application will be accepted from each unit or council;
* No payment of salaries or purchase of equipment will be considered;
* No grants will be awarded for grad night or disaster preparedness materials;
* Honoraria 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.

We recommend that you prepare your application offline and then cut and paste the answers to the form that begins on the next page. If you apply online, you will need to upload the following documents to complete the application:

* End of the year audit (June 2018)
* End of the year financial report (2017-18)
* Immediate last two month’s treasurer’s reports
* 2018-19 PTA/PTSA budget

If you apply in person or by e-mail, you will also need to provide these documents with your application.

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

# 2018-19 Program Grant Application

**All applications must be received in the Ninth District PTA office**

**by noon October 16, 2018**

The following items must be included in the application packet:

* End of the year audit (June 2018) and end of the year financial report (2017-18)
* Immediate last two month’s treasurer’s reports
* 2018-19 PTA/PTSA budget
* Be sure to upload your latest federal and state documents to PTAEZ
* 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 2018-19? YES NO

Has your unit/council paid PTA Insurance for 2018-19? YES NO

Has your unit/council attended State Convention or Summer Leadership Conference? 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.