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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

September 17, 2019

Ninth District PTA Program Grants 2019-20

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.

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

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.

Units or councils must submit grant applications to the Ninth District PTA office by noon on Tuesday, November 19, 2019. Applications may be hand delivered, electronically submitted, mailed via USPS to the Ninth District PTA office, or online via Survey Monkey <https://www.surveymonkey.com/r/2019-20ProgramGrant9D> Ninth District PTA will not accept facsimiles (FAX) submissions.

Ninth District PTA will not consider applications received after the deadline.

Grant recipients must do the following:

- expend grant funds by June 1, 2020;
- submit by June 1, 2020 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 on 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 recipient 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 Federal, State and CA Attorney General tax filings must be current;
- 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.



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2019-20 Program Grant Application

All applications must be received in the Ninth District PTA office by noon November 19, 2019

The following items must be included in the application packet:

- End of the year financial report (2018-19)
End of the year audit (June 2019)
Immediate last two month's treasurer's reports
2019-20 PTA/PTSA budget
Be sure to upload your latest federal and state tax documents to PTAEZ or submit copies of your filings.
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 2019 - 2020? YES NO

Has your unit/council paid PTA Insurance for 2019 - 2020? 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 President signature: _____

Council President signature: _____

Ninth District

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.