



TEXAS PTA PROCEDURES FOR THE NATURAL DISASTER RELIEF FUND

PURPOSE OF THE FUND

In its desire to help PTAs that have suffered economic hardship due to a natural disaster, Texas PTA established the **Texas PTA Natural Disaster Relief Fund**. This fund is used to provide assistance grants for Local and Council PTAs in Texas that are recovering from the effects of a recent natural disaster. Financial aid is provided only to PTAs as prescribed in these procedures and dependent on the needs reflected on the **Texas PTA Natural Disaster Relief Grant Application**.

SOURCE OF FUNDING

Funding comes from tax-deductible donations from individuals and PTAs. Contributions should be sent to Texas PTA, 408 West 11th Street, Austin, Texas 78701, Attn: Natural Disaster Relief Fund. Contributions may **not** be earmarked for a specific recipient.

WHO IS ELIGIBLE FOR A GRANT?

Any Local and/or Council PTA that have recently experienced financial difficulties as the result of a natural disaster are eligible. Submitting an application does not require a vote by the local unit executive board or regular membership but does require the signature of the local unit president and secretary.

WHO OVERSEES THE FUND?

The fund is administered by a subcommittee of the Budget and Finance Committee, chaired by the Texas PTA Treasurer. A minimum of three persons will make decisions for the committee. The committee is under no obligation to pay an applicant and there is no guarantee that funds will be available for the grant to be made at any particular time. Committee members serve without compensation and are not eligible to consider applications from their own Local or Council PTA as long as they are serving on this committee.

HOW ARE GRANT APPLICATIONS PROCESSED?

Applications are submitted to the Texas PTA Office. Within ten (10) business days of receipt of the application in the Texas PTA Office, the committee will reach a decision concerning the grant, and the applicant will be notified in writing. Names of grant recipients are confidential. However, a report of total grant dollars will be sent to all Texas PTA area presidents on a quarterly basis.

HOW ARE GRANTS AWARDED?

Awards are based upon expenses incurred and on a combination of factors such as the need for recruitment of officers, officers' and chairmen's training, leadership training, programs for students, parent education programs, clothes or school supply projects, and library books. Each request is considered on a case-by-case basis.

HOW ARE GRANTS PAID?

Grants will be paid on a one-time basis for each qualifying PTA. The maximum amount payable for any grant is \$500.00. The payment will be made directly to the PTA. No grant will be made payable to an individual.





APPLICATION, PAYMENT, AND FOLLOW-UP PROCESS

1. Look over the **Texas PTA Natural Disaster Relief Grant Application** on the Texas PTA Web site at www.txpta.org or contact the Texas PTA Office at 512-320-9810 or 1-800-TALKPTA to obtain a copy of the application.
2. Complete the application, providing all information requested. Incomplete applications will not be processed. Provide as much information as possible. Any support documentation must be attached to the application. Handwritten applications must be printed clearly.
3. Send the completed application and all supporting documentation to:
 - Texas PTA
408 West 11th Street
Austin, Texas 78701 Attention: Natural Disaster Relief Grant
4. No verification of receipt of the application will be sent. Notification will be in writing or electronically once the application has been approved.
5. Funds will be paid directly to the applying PTA.
6. The amount of the grant may be \$500.00 or less, depending on the need and funds available.
7. Funds received from this grant will not be used for any purpose or activity other than those listed on this application form.
8. A written evaluation of the efforts of the applying PTA is due to Texas PTA within 90 days of the receipt of this grant. The evaluation must contain all details pertaining to the use of the funds received under this grant and supporting documentation.
9. Additional evaluations may be required for all funds not disbursed within 90 days of the receipt of this grant. Evaluations will be sent to Texas PTA at the address in number 3 above.
10. Failure to provide any documentation required and/or requested as it pertains to this application may result in forfeiture of any or all grant funds.



NATURAL DISASTER RELIEF GRANT APPLICATION

Texas PTA Natural Disaster Relief Grants, of up to \$500.00 each, are awarded to Local and Council PTAs within Texas that are recovering from the effects of a recent natural disaster. Application and support materials must be mailed to: Texas PTA Natural Disaster Relief Grant Fund, 408 West 11th Street, Austin, Texas, 78701. Applicants will be notified within 10 business days from the date the application is received.

For more information, contact the Texas PTA Office at 512-320-9810 or 1-800-TALKPTA.

PTA Name:

PTA President:

Address:

City: Zip:

Daytime Telephone:

Email:

Current Membership Count:	Unit #:	Council Name:
Have you received funds from this grant before?	Yes No	Unknown

If yes, when?

Date and cause of current damage:

Check the needs your PTA is currently experiencing:

- | | | |
|---|---------------------------------|----------------------|
| Recruitment of Officers | Parent Education Programs | PTA Officer Training |
| Clothes Closet | Leadership Training for Members | School Supply Closet |
| Motivational or other Programs for Students | | Library Books |
| Other (please explain) | | |

Explain the conditions your PTA is currently experiencing:

Explain the hardship your PTA is experiencing due to the natural disaster:

Briefly explain how you intend to use this grant:

Timeline for implementing your plan:

Methods to be used to evaluate your plan:

The PTA fully understands that if we are recipients of a Texas PTA Disaster Relief Grant, the money shall not be used for other programs or activities except for those listed on this application form. It is also understood that a written evaluation of our efforts within 90 days of the receipt of the grant money will be due to Texas PTA. Since our project may not be completed within the first 90 days, we know we may be asked to give additional follow-up evaluations. All evaluations are to be sent to Texas PTA, 408 West 11th Street, Austin, Texas, 78701, Attention: Director of Finance.

PTA President

Date

PTA Secretary

Date

For more information, call 1-800-TALK-PTA, ext. 202



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