

PROCEDURES FOR THE TEXAS PTA EMERGENCY NEEDS RELIEF FUND

PURPOSE OF THE FUND

In its desire to help local units and councils provide assistance to persons who have suffered economic hardship due to illness, accidents or natural disaster, Texas PTA established the Texas PTA Emergency Relief Fund in 1995. This fund is used to provide emergency assistance grants for victims of hurricanes, floods, tornadoes, catastrophic illness and accidents. Financial aid is provided only to the **truly needy** and is consistent with the need.

SOURCE OF FUNDING

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

WHO IS ELIGIBLE FOR A GRANT?

All PTA members and their immediate families are eligible to apply for a grant. "Immediate families" includes the applicant's spouse, children, stepchildren, brothers, sisters, father or mother – if all live in one household. Applications may be submitted to the Texas PTA Emergency Relief Committee by either an individual or a PTA on behalf of one of its members. Submitting an application does not require a vote by the local unit executive board or body but does require the signature of the local unit president.

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 (3) persons will make decisions for the committee. The committee is under no obligation to pay an applicant. There is no guarantee that funds will be available for grant to be made at any particular time. Committee members serve without compensation and are not eligible to benefit from the fund while they serve 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 kept confidential.

HOW ARE GRANTS AWARDED?

Awards are based upon expenses incurred and on a combination of factors such as hospital bills and medicines, insurance availability, number of dependents and family income. Although each request is considered on a case-by-case basis, eligibility is generally based on family income including any financial assistance such as AFDC, unemployment compensation, workers compensation, or general assistance. Contact your local PTA unit for more details.

HOW ARE GRANTS PAID?

Grants will be paid on a one-time basis for each qualifying household. Grants will be paid to the service provider, such as a hospital, mortuary or to a grocery or department store. Maximum grant amounts will be established for each grant on a monthly basis with defined standards for payment.

For more information, contact the Texas PTA Office at 1.800.TALK.PTA or 512.476.6769.

TEXAS PTA EMERGENCY NEEDS RELIEF FUND
Application for Grant Assistance



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1. **If you qualify for a grant, you must mail a copy of the latest IRS Form 1040 or 1040A tax return with this application as proof of income. If other family members are employed and they file separately, you also must include a copy of their latest Form 1040 or 1040A. Not including this information will only delay the process. W-2 forms cannot be accepted**
2. Type or print clearly.
3. Please fill in all the blanks. The information is important and your application cannot be processed unless you answer all the questions. If you have any questions, please contact the Texas PTA Office at (512) 476-6769 or 1-800-TALK-PTA.
4. After you have completed the application, please send it to the Texas PTA Office, 408 W 11th Street, Austin, TX 78701.
5. You will receive notice in writing when the application is considered.
6. **Funds are never paid directly to the recipient. All applications should include bills the recipient is requesting to be paid.**
7. As funds are limited, grants may be made for only a portion of your request.

NAME: _____

ADDRESS: _____

CITY/ZIP CODE: _____

COUNTY: _____

HOME TELEPHONE: _____

WORK TELEPHONE: _____

EMAIL: _____

PTA NAME/UNIT #: _____

CITY: _____

DATE OF MEMBERSHIP: _____

Reason applying for grant
(please check one):

- Fire Flood Hurricane Tornado
 Other (please specify) _____

Natural Disaster

Catastrophic Illness: (must be specific) _____

Accident: (must be specific) _____

List payees and amount of each payment you are requesting: _____

Total amount applied for: _____

Will you be asking for assistance from other organizations? If so, who? _____

Number of persons (adult & children) in household _____

Number of persons employed in household _____

Does your family have medical insurance? Yes No

Does your family have disability insurance: Yes No

Print or Type name of Local PTA President: _____

Signature of Local PTA President: _____

How did you learn about the Texas PTA Emergency Needs Relief Fund? _____

