



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, businesses, 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 or council PTA that has recently experienced financial difficulties as the result of a natural disaster is eligible. Submitting an application does not require a vote by the PTA executive board, membership, or delegates but does require the signature of the local or council PTA president and secretary.

WHO OVERSEES THE FUND?

The fund is administered by a subcommittee of the Texas PTA Budget and Finance Committee, chaired by the Texas PTA Treasurer. A minimum of three persons will serve on this subcommittee. The subcommittee is under no obligation to fund a grant request, and there is no guarantee that funds will be available for the grant to be made at any particular time. Subcommittee 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 subcommittee.

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.

HOW ARE GRANTS AWARDED?

Awards are based on a combination of factors including the need for parent education programs, student education programs, Texas PTA executive board training, leadership training for members, clothes closet inventory or supplies, library books, school supply closet inventory, etc. Each request is considered on a case-by-case basis.

HOW ARE GRANTS PAID?

Grants are 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 via ACH. No grant will be made payable to an individual. Proof of grant expenditures will be submitted to Texas PTA within 90 days of grant payment.



Commyou**ni**ty



NATURAL DISASTER RELIEF GRANT APPLICATION, PAYMENT, AND FOLLOW-UP PROCESS

1. Complete the application, providing all information requested. Incomplete applications are not processed. Provide as much information as possible. Attached any support documentation to the application. Handwritten applications must be printed clearly.
2. Send the completed application and all supporting documentation to finance@txpta.org or:
Texas PTA
408 West 11th Street
Austin, Texas 78701
Attn: Natural Disaster Relief Grant
3. No verification of receipt of the application is sent. Notification is in writing or electronic once the application has been approved.
4. Funds are paid directly to the applying PTA via electronic transfer.
5. The amount of the grant is \$500.00 or less, depending on the need and funds available.
6. Funds received from this grant are not to be used for any purpose or activity other than those listed on this application form.
7. A written evaluation of the efforts of the applying PTA is due to finance@txpta.org 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 including receipts of expenditures and any other supporting documentation.
8. Failure to provide documentation requested as it pertains to this application may result in forfeiture of any or all grant funds. Repayment of grant funds is required 120 days after grant payment date if not for purpose or activity on application form.

For more information, contact the Texas PTA Office at 1-800-TALKPTA.





NATURAL DISASTER RELIEF GRANT APPLICATION

PTA Name: _____

PTA President: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Current Membership Count: _____ Texas PTA ID #: _____ 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:

- Parent Education Programs
- Student Education Programs
- Texas PTA Executive Board Training
- Leadership Training for Members
- Clothes Closet Inventory/Supplies
- Library Books
- School Supply Closet Inventory
- 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 this grant, the money shall not be used for other programs or activities except for those listed on this application form. A written evaluation of the efforts is due to finance@txpta.org within 90 days of the receipt of this grant unless an extension has been granted by the Texas PTA President. The evaluation must contain all details pertaining to the use of the funds received under this grant including receipts of expenditures and any other supporting documentation. Failure to provide documentation requested as it pertains to this application may result in forfeiture of any or all grant funds. Repayment of grant funds is required 120 days after grant payment date if not for purpose or activity on application form.

PTA President Signature: _____ Date: _____

PTA Secretary Signature: _____ Date: _____