



## **Northshore Council PTSA Educational Speakers and Community Events Grant Program**

### **What Is It?**

Local PTAs can partner with Northshore Council PTSA to host educational speakers or community events by applying for a Northshore Council PTSA Educational Speakers and Community Events Grant. The grant program is funded through a Council Programs Fee collected from Northshore PTAs as well as from the Council General Fund. The Grants Program is organized and overseen by the current Council First Vice President.

### **Council Programs Fee**

- Local elementary and secondary PTAs pay a Council Programs Fee of \$100 each fiscal year.
- The fees collected go into a Council Programs Fee restricted line item in the Council budget which limits the expenditure of those funds to two specific programs: the WSPTA Scholarship Fund and the Educational Speakers and Community Events Grants program.
- Due to the restricted nature of the Council Programs Fee funds, any amount not spent within a budget year will carry over into the next fiscal year.
- Newly-formed local PTAs that are not officially recognized by July 1st (which is the start of the fiscal year in which the Programs Fee would be charged) shall be exempt from paying the Council Programs Fee for their first year of activity.
- Sorenson PTA is exempt from the Council Programs Fee due to the unique nature of the early childhood program it supports.
- Currently, of the 33 total local PTA units in Northshore, there are 32 PTAs paying \$100 each into the Council Programs Fee restricted budget line item equaling a total of \$3200. Out of this \$3200 Council Programs Fee restricted budget line item, \$500 is used for the WSPTA Scholarship Fund and the remaining amount is used to fund the Grants program. There is also a \$1000 Grants unrestricted line item funded through the Council General Fund. Any balance remaining in the Grants unrestricted line item at the end of the fiscal year will not carry over from year to year. Thus, the total amount available to the Grants program, at this time, is \$3700 in addition to any funds that have carried over from the Council Programs Fee restricted budget line item from the previous year.

### **Grant Payout Information**

- Grants are offered on a first-come, first-served basis until the Grants budget is used in its entirety.
- Grants may be requested by any PTAs within Northshore School District. (Note: PTAs that are exempt from the Council Programs Fee are still eligible to apply.)

- Members of local PTAs may submit applications, but they must receive approval from their local PTA Board of Directors before submission. This local Board of Directors approval will be verified.
- Local PTAs who are granted funds must work with the Council Treasurer to either request reimbursement of funds (including a completed reimbursement request form and associated invoices/receipts) or to make payment directly to the speaker/vendor/organization by providing appropriate documentation/information.
- Granted funds must be used by the end of the fiscal year in which it was granted unless special permission is granted by the Council Board of Directors to roll funds over to the next year due to unforeseen circumstances.

### **Applications**

- The grant application will be updated annually and be ready to distribute in August.
- The grant opportunity, along with application, will be advertised using all of the available communication formats utilized by Council (e.g., social media, website, bi-weekly newsletter, email from VP's of Support, etc.).
- Applications may be returned electronically to [vp@northshorecouncilptsa.org](mailto:vp@northshorecouncilptsa.org) or mailed to:

Northshore Council PTSA  
P.O. Box 1001  
Bothell, WA 98041-1001

- Application due dates will be provided in August and will include at least three submission deadlines through Fall/Winter.
- Each application submission due date should be at least 10 days before a scheduled Council Board of Directors meeting. This time allows the Grants Committee to review applications, decide on grant awards and prepare for presentation to the Council Board of Directors.

### **Grants Committee**

- Applications will be reviewed by a Grants Committee formed by the current Council First Vice President. The committee will include at least three members of the Northshore Council PTSA Board of Directors.
- The First Vice President acts as the chair/spokesperson of the Grants Committee.
- The Grants Committee ultimately decides who shall be awarded a grant and for how much.
- The Grants Committee chair/spokesperson (First Vice President) will present suggestions to the Council Board of Directors for final approval.
- When reviewing applications, the Grants Committee should be looking for speakers/events that are relevant as well as wide reaching. Events that are open to the entire district or to a set of grade levels or age ranges within the district should be prioritized.
- The First Vice President will notify applicants within one week of the Grants Committee's decision and Council Board of Directors's final approval. This notice will include:
  - For declined applications -

- Information on the reasons the grant was not awarded,
  - Encouragement to try again in a future round.
- For approved applications -
  - Information on amount granted and for what event/speaker,
  - Instructions on how to contact the Council Vice President of Communications to advertise the event,
  - Instructions on how to contact the Council Treasurer in order to receive grant money,
  - Follow up suggestions and/or questions from the Grants Committee.
  - Note: The Council Vice President of Communications and Council Treasurer will be copied on this initial email.

### **Terms and Conditions**

All awarded grant requests must adhere to the following Terms and Conditions, as listed on the grant application:

- Grant requests must be made by a Northshore School District PTA in good standing and be approved by that PTAs Board of Directors.
- All charges/costs above the awarded grant amount are the responsibility of the requesting local PTA.
- The Northshore Council PTSA logo will be provided and must be included on ALL promotional materials.
- Council will help promote the event and, if needed, can assist with the creation of social media banner ads or flyers, if given enough notice.