

## HEALTH/SAFETY PROGRAM GRANT

For Peralta District PTA Units and Councils

Peralta District PTA encourages PTA units and councils to develop, promote and implement Health/Safety programs and projects designed to improve the overall health and safety of children and youth.

To assist units/councils in these efforts, Peralta has established a Health/Safety Program Grant with:

- Individual grants awarded to a unit or council, of up to \$1,000 per grant
- Applications accepted between October 1 and December 15.

- **Who can apply?**

Any unit or council PTA in Alameda County that is “in good standing” and is up-to-date with required paperwork and filings. This means the unit/council has met all requirements specified in the bylaws including: providing contact information for the current officers, remitting per capita and insurance premium by the established deadlines, submitting financial year end reports, budgets and audits, as well as copies of all tax filings. Only one **completed** application will be accepted from each unit or council.

- **How do units/councils apply?**

Complete the Health/Safety Grant application, attach the items detailed on the application and submit the application packet to the Peralta District PTA Scholarships/Grants/Awards Chairman **between October 1 and December 15**. **Applications received after December 15 will not be considered.**

- **What can the grant be used for?**

The Health/Safety program or project must be designed to improve the overall health and safety of children and youth. PTAs applying for the grant must sponsor the program or project and encourage the involvement of other, neighboring PTAs as participants in the program or project. No payment of salaries or purchase of equipment will be considered. No grants will be funded for Grad Night or Disaster Preparedness materials. Honorariums for program speakers may be listed as grant expenses.

- **When do units/councils find out if the grant application is approved?**

The Grant Committee reviews applications as they are received and recommends recipients for approval at the following Peralta District PTA executive board meeting. Every attempt will be made to notify the applicant within 30 days.

- **When can the PTA expect to receive the grant funds?**

After approval at a Peralta District PTA executive board meeting, a check will be sent to the PTA unit grant recipient.

- **What is required of a PTA grant recipient? – Grant funds must be expended by May 15 in the year awarded.**

As a condition of the grant, successful applicants will submit a report detailing the project’s goals and objectives, evaluating outcomes and supplying an accounting of expenditures. **The report must be received by the Peralta District Scholarships/Grants/Awards Chairman no later than June 1.** Any funds not used for the purposes stated on the original grant application must be returned, and should accompany the report in the form of a check made out to Peralta District PTA.

- **What are the selection criteria used by the Committee?**

Strong consideration will be given to: financial need, new and innovative programs, programs targeted to multiple units, councils or cities, and partnerships with multiple PTAs as recommended.

**Applications must be received between October 1 and December 15**

**Email to: [grants@peraltdistrictpta.org](mailto:grants@peraltdistrictpta.org) Mail to: Ujjwala Gadgil, Peralta District PTA president, 45121 Cougar Circle, Fremont CA 94539**



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## Health/Safety Program Grant Application

Unit Name: \_\_\_\_\_

Council Name: \_\_\_\_\_

Contact Person Name/PTA Position: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number & Email: \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_ (Up to \$1,000 maximum)

PTA/PTSA unit/council executive board approved this project/program on: \_\_\_\_\_

date

PTA/PTSA unit/council association approved this project/program on: \_\_\_\_\_

date

Program Title: \_\_\_\_\_

Date Program Scheduled: \_\_\_\_\_

Unit **OR** Council President's signature: \_\_\_\_\_

**Please include all of the following items in the application packet in this order:**

- Completed Application Form
- Brief responses to the following information items – no more than three pages:
  1. Describe the program or project and its purpose. Include planned activities.
  2. Describe your publicity plan: how will you encourage participation of other PTA units/ councils?
  3. How will this program benefit children and the school community?
  4. How will PTA/PTSA members be involved in the program?
  5. How will the school staff be involved in the program?
  6. If Peralta District PTA is unable to grant full funding, how will you implement the program?
  7. Describe other funding you've received or applied for.
  8. Estimated program budget and timeline.
- Copy of the minutes in which the program/project was adopted and budget was adopted

Please refer to the list below of items that Peralta District PTA must have received in order to review this application.

Questions? – Contact [grants@peraltadistrictpta.org](mailto:grants@peraltadistrictpta.org)

**FOR USE BY PERALTA DISTRICT PTA GRANT COMMITTEE:**

- Completed Application Form     Responses to #1-8     Minutes of meetings at which this program was adopted
- Unit/Council in good standing     Most Recent Audit     Most Recent Annual Financial Report
- Most Recent Tax Returns     Approved Budget     Minutes approving budget
- Peralta Check Issued # \_\_\_\_\_ Date: \_\_\_\_\_     Report / Evaluation Received From Unit/Council    Date: \_\_\_\_\_

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